

Volunteer Guidelines

CFA Society Greece recognizes that volunteers provide invaluable support to driving its mission. The guiding principles of working as a volunteer are as follows:

1. All CFA Society Greece Board members, staff and volunteers are expected to work in the spirit of cooperation and collegiality.
2. Volunteer mentors are working to support their mentees, and not for their own individual agendas.
3. CFA Society Boston's staff will assist volunteers to maximize their efficacy by providing the support necessary to execute the role of the volunteers.

Responsibilities of CFA Society Greece Committee Members

Each committee member should:

- Be committed to supporting CFA Society Greece's mission.
- Become familiar with CFA Society Greece's Strategic Plan, particularly as it relates to the activities of the relevant committee.
- Actively participate in planning and implementing short- and long-range goals.
- Devote the time and effort required to accomplish the committee's objectives.
- Fulfill assignments on a timely basis.

Each committee member must:

- Be in good standing with the society.
- Attend the majority of committee meetings and participate in the majority of conference calls.

Committee chairs serve 1-year terms & may serve as chair for a maximum of 2 years. Committee members also serve 1-year terms and may serve consecutive years .

Volunteer Code of Conduct

1. Volunteers do not and shall not have the authority to speak for CFA Society Greece or the Board and Officers unless explicitly authorized by the Board to do so.
2. All volunteers are expected to act professionally with both decorum and discretion. In situations that are unusual and/or where there is uncertainty as to appropriate action, the volunteers should seek direction from their committee Chair and, in the absence of such Chair, from the Managing Director of CFA Society Greece.
3. To protect the privacy of society members, CFA Society Greece volunteers will not use or disclose any confidential information, data or material relating to the business affairs or property of CFA Society Greece or its members.
4. Volunteers must remember that they are working on behalf of CFA Society Greece to serve the interests of the Society and its members, not their own interests.
5. Volunteers are reminded that all CFA Institute members adhere to CFA Institute's "Code of Ethics and Standards of Professional Conduct" requiring that they conduct themselves within the proper ethical and professional guidelines.

Committee members who fail to complete the mandatory requirements or do not follow the volunteer code of conduct may be removed from their volunteer duties.

CFA Society Greece's Volunteer Guidelines have been developed with the kind support and permission of CFA Society Boston.