



**CFA Society
Winnipeg**

CALL FOR NOMINATIONS

June 25, 2024

The CFA Society Winnipeg Nominating Committee is now accepting nominations for the Board of Directors for the upcoming 2024/2025 fiscal year. Information about the structure of the board and the responsibilities of each position are available in the attached job description document.

Interested charterholders are invited to submit an online application. Applicants will be asked to identify general interest or a specific position and highlight any relevant professional or personal experience that may be applicable to your role as board member.

Please submit your application by Thursday, July 18, 2024, at 12:00PM. The online application form can be found here: [Via Google Form](#)

The Nominating Committee will review all submissions and recommend a slate for the Board of Directors review and consideration. The approved slate will be presented to the membership for election at the Annual General Meeting of CFA Society Winnipeg on Thursday, August 15, 2024.

We hope that you will consider contributing to the growth and vibrancy of your local CFA Society by volunteering your time on either the Board of Directors or on a committee of the Board.

Sincerely,

Jeff Shek, CFA
Secretary
CFA Society Winnipeg

BOARD OF DIRECTORS

COMPOSITION

In accordance with the by-laws, the Board shall consist of at least seven Directors, including at least 2 elected Directors and the following ex officio Directors: President, Vice President, Treasurer, and Secretary and, if available and willing to serve, the immediate Past President.

Only REGULAR members of the society are eligible to serve as Directors.

DUTIES & RESPONSIBILITIES

The CFA Winnipeg bylaws and board resolutions provide the framework and methods for the operation and governance of the organization. They are subject, of course, to applicable law. It is important to check the bylaws and applicable resolutions before taking any action of significance.

FIDUCIARY DUTIES

Under applicable law, CFA Society Winnipeg officials may be fiduciaries with fiduciary duties, standing in the place and acting in the best interest of the members. Directors and officers must comply with applicable law, with the bylaws, with applicable board resolutions, and with CFA Institute bylaws, rules and regulations. Most jurisdictions require that fiduciaries exercise certain levels of care with respect to such matters as:

- Protection of the organization's assets, such as money, people, property, goodwill, and integrity
- The use of "good faith judgment" for the best interests of the organization
- Diligence in the discharge of one's duties.
- Control over the Member Society's business.
- Selection and control of the Member Society's employees
- Legal compliance
- Loyalty to the organization

Directors and officers should be familiar with their duties. If there is any question about those duties, the directors and officers should consider consulting counsel for advice and guidance.

PROTECTION FROM LIABILITY

CFA Society Winnipeg is covered by the CFA Institute general liability insurance. Premiums for this coverage are paid directly by CFA Institute. A copy of the full policy is available electronically and stored on the CFA Society Winnipeg laptop.

DESCRIPTIONS OF BOARD POSITIONS

EX-OFFICIO DIRECTOR: TREASURER

The Treasurer is responsible for overseeing the financial affairs of the Society and maintaining records of all financial transactions.

- Ensure that the Society officers, board of directors and members are kept informed of the financial condition of the Society.
- Be responsible to the board of directors and president for all financial activities and see that all financial matters are properly supervised between meetings of the board.
- In general, perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the Member Society or by the bylaws.
- Prepare and present an annual budget to the board of directors.
- Chair the Investment Committee and through same carry out the Investment Policy of the Society.
- Carry out investment decisions once approved by the board.
- Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. Maintain appropriate paperwork for audit trial.
- Reconcile bank statement(s) each month.
- Meet with the accountant and prepare all necessary records/reports for filing with the appropriate authorities. Review and signs the completed forms and provide a report for the subsequent board meeting.
- Complete and file annual GST return and excise tax return re: D&O premiums paid by CFA Institute
- Files any change of board officers that are signing authorities with the appropriate organization for banking and investment accounts.
- Submit re-imbusement requests to CFA Institute as required.
- Prepare financial report to membership and present at the annual general meeting.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually review duties and responsibilities.

EX-OFFICIO DIRECTOR: SECRETARY

The secretary is generally responsible for maintaining all records of meetings and communicating the data to the appropriate members, offices, and board members.

- Record the proceedings of all meetings of the members and of the Board and notify the members and the directors of all meetings in accordance with the bylaws.
- Distribute the minutes of meetings to Administrator and President.
- Submit any necessary changes of the bylaws to the board of directors and, if applicable, to Member Society members for approval.
- Organizes through the administrator, the AGM including distribution and receipt of proxy votes.
- Organizes through the administrator, the annual golf tournament, typically in conjunction with the AGM.
- Oversees through the administrator, the proper maintenance of all the records of the corporation not kept by the treasurer including current bylaws and all corporate minutes by annually reviewing the contents of the electronic documents kept by the administrator.
- See that all notices are given in accordance with the provision of the bylaws.
- Oversees, through the administrator, the maintenance and filing of all corporate registrations for local and national governmental bodies and agencies.
- Oversees through the administrator, the annual submission of the Change of Directors and/or Change of Registered Officer notifications to the Corporations Branch of Manitoba Justice.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually reviews this description of duties and responsibilities and updates it where required.



DIRECTOR: PROGRAMMING CHAIR

The programming chair is responsible for the co-ordination and presentation of various events for society members and the community.

- Form and lead a programming committee.
- Collect ideas to create a well-rounded program of strategists, economists, political figures, and company presentations.
- Organize multiple informative and educational events each calendar year to the benefit of the investment community and our current members.
- Ensure the programming section of the website is up to date.
- Prepares an annual budget for programming.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually reviews this description of duties and responsibilities and updates it where required.

DIRECTOR: PUBLIC RELATIONS & AWARENESS CHAIR

The public relations & awareness chair is responsible for improving the general public's awareness of CFA Society Winnipeg, its members, and our profession.

- Organize and lead a public relations & awareness committee.
- Oversee the development and maintenance of relationships with financial partners and sponsors of the society.
- Work with the society administrator and board members to maintain the society webpage and other social media pages.
- Develop and maintain a Society Media Kit and local media contacts.
- Promote the CFA charter to the local business community and employers.
- Send event pictures and summaries to administrator to post on Social Media sites.
- Place ads and/or notices in the newspaper to promote the Forecast Dinner.
- Develop and maintain marketing templates, including email templates, event notices, and promotional material to convey a consistent and professional brand.
- Work with CFA Institute and board members to incorporate public awareness initiatives into other programs.
- Prepare an annual budget for the Public Awareness committee.
- Annually reviews this description of duties and responsibilities and updates it where required.
- As a voting Board member, participate in Board of Directors meetings and decisions.

DIRECTOR: UNIVERSITY RELATIONS - EDUCATION CO-CHAIR

The University Relations Chair is responsible for managing relationships between CFA Society Winnipeg and local universities.

- Form and lead a university relations committee.
- Establish and maintain contacts at University of Manitoba and University of Winnipeg
- Respond to queries from university students about the society and CFA designation.
- Support new and existing initiatives between the society and universities.
- Assist teams entering the Global Investment Research Challenge
- Prepares an annual budget for university relations.
- Provides orientation to incoming university relations chair.
- Prepares university relations reports to the board and for the AGM.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually reviews this description of duties and responsibilities and updates it where required.



DIRECTOR: ETHICS CHALLENGE – EDUCATION CO-CHAIR

The Ethics Challenge Chair is responsible for organizing the annual prairies competition for the CFA Societies Canada Ethics Challenge. The Chair will form and lead an Ethics Challenge committee.

- Select date and venue for the CFA Society Winnipeg local ethics challenge.
- Establish and maintain contacts with the other participating societies (CFA Society Saskatchewan).
- Establish and maintain contact with each participating university.
- Recruit and select judges for the competition.
- Arrange for welcome reception, lunch, and award for winning university.
- Arrange for travel and accommodation for the visiting university team.
- Working with other participating societies, solicit corporate sponsorships.
- Arrange for the creation and printing of programs.
- Arrange media releases.

DIRECTOR: CANDIDATE RELATIONS CHAIR

The Candidate Relations Chair is responsible for managing relationships between CFA Society Winnipeg and the CFA exam candidates identified through CFA Institute.

- Host candidate networking or study-tip events annually.
- Respond to candidate inquiries.
- Review and award CFA Institute and Schweser scholarships.
- Review and sign agreements for the BSAS exam.
- Review and sign agreements for the Schweser live mock exam.
- Contact the CFA Exam study guide providers annually for updated materials and package options.
- Keep website information related to Candidate Relations up to date.
- Prepare a budget for the Candidate Relations area.
- As a voting Board member, participate in Board of Directors meetings and decisions.
- Annually reviews this description of duties and responsibilities and updates it where required.

DIRECTOR: MEMBERSHIP CHAIR

The Membership Chair's role is to oversee all facets of CFA Winnipeg's membership process, including new applications and delinquent member status as well as retention of existing members. The Membership Chair is also responsible for the organization of society member networking and social events.

- Be familiar with current membership requirements and processes.
- Answer queries and direct prospective members on how to apply.
- Notify new members of their admission to the society.
- Notify outgoing members of their membership termination (and attempt to retain these members by addressing any potential issues that may have led to their decision)
- Organize a new member function annually.
- Organize and co-ordinate society member networking and social events.
- Conduct membership surveys as required.
- Promote the advantages and benefits of local society membership.
- Ensure the membership section of the website is up to date.
- Prepares an annual budget for membership.
- As a voting Board member, participate in Board of Directors meetings and decisions.
- Annually reviews this description of duties and responsibilities and updates it where required.



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DIRECTOR: ADVOCACY CHAIR

The Advocacy Chair (AC) co-ordinates local advocacy outreach efforts and is the primary communications point for CFA Institute advocacy initiatives – ethics, standards, and policy issues. A primary role for the position is to organize and lead a local Advocacy Committee in the planning and implementation of local advocacy activities potentially to include Member Education, Industry/Investor Outreach, and/or Regulatory Policy and Research.

The AC directs internal communication efforts to inform the society Board and educate society members on ethics, standards, policy research, and issue positions of CFA Institute. The AC's responsibilities would be to:

- Act as Society liaison with CFA Institute on Advocacy issues.
- Keep the society Board and society members up to date on the latest standards & policy initiatives of CFA Institute.
- Gather and provide local feedback to CFA Institute on standards & policy initiatives.
- Develop and maintain contact list of key local decision makers (major employers, industry leaders, policy makers regulators).
- Promote the CFA brand to key local decision makers.
- Promote CFA Institute Codes, Standards, and Advocacy Positions to key local decision makers.
- Develop and implement a local Advocacy Outreach Plan.
- Recruit and lead a local society Advocacy committee or interest group.
- Collaborate with CFA Institute and Public Awareness Chair on joint opinion-editorials and media outreach.
- As a voting Board member, participates in Board of Directors meetings and decisions.
- Annually reviews this description of duties and responsibilities and updates it where required.

**APPLICATION FORM
CFA SOCIETY WINNIPEG
BOARD OF DIRECTORS
JUNE 2024**

QUALIFICATION:

- Only Regular members of the Society may serve on the Board, except in cases where no regular member is willing to serve, an Affiliate Member may serve.
- The President, Vice President, Treasurer, and Secretary shall serve as Directors for terms concurrent with their respective terms as Officers. If available and willing to serve, the Past President shall serve as a Director, for a term ending two (2) years after expiration of his or her term as President.
- The other Directors shall be elected by the Regular members of the Society at the annual meeting of the Members and shall hold office for one year commencing closest to the date of the annual meeting of Members or until their successors are chosen and qualified.

DEADLINE: **12:00 PM Thursday, July 18, 2024**

APPLY TODAY: [Via Google Form](#)