

# BOARD VOLUNTEER APPLICATION

## OUR MISSION

The Mission of CFA Society West Michigan is to lead the investment profession locally by setting the highest standards of ethics, education, and professional excellence.

## OUR VISION

We envision a CFA Society that:

- All serious investment professionals in West Michigan aspire to be part of;
- Investment professionals go to when seeking continuing education;
- Leads the financial community's thinking and practice in the area of ethics;
- Supports local candidates in their quest to become CFA charterholders; and
- Partners with other local institutions and organizations to deliver on the mission.

## BOARD OF DIRECTORS EXPECTATIONS

The Board of Directors shall consist of the following members and elected by the membership:

- President
- Vice President
- Secretary
- Treasurer
- Membership
- Programming
- Candidate Engagement
- Advocacy
- Brand Awareness
- Volunteer
- CFA Institute Research Challenge

Board members are elected to either one-year, two-year or three-year terms. If a director should resign from the Board prior to his term ending, the remaining Board may appoint a replacement to serve out the resigning member's term.

The Board's function is to act on behalf of the general membership and to establish society policies in accordance with the society's bylaws. In order for the Board to function, the society should have clearly written bylaws, a mission statement and goals, which should be reviewed on a regular basis to ensure completeness, accuracy relevancy, and consistency. Board members have three roles:

1. Set strategic direction: Determine mission/vision/purpose and ensure effective planning
2. Ensure adequate resources: Select staff, financial resources, build a competent board, enhance standing
3. Fiduciary oversight: Support staff, strengthen programs, protect financial assets, ensure legal/ethical integrity

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Board members also have three legal duties:

- Care: show up prepared and engaged, participate, and pay attention; attend board and committee meetings, exercise independent judgment, review board packets/materials in advance of the meeting.
- Loyalty: loyal to the mission of the organization; adhere to the conflict of interest policy; avoid use of corporate opportunities for personal gain; maintain confidentiality.
- Obedience: comply with regulatory and reporting requirements, governance documents, policies, Board decisions, tax and IRS codes. Stay true to the organization's mission.

To best serve the board and the organization, follow these tips:

- Accept committee and board assignments with enthusiasm — and then follow through. Use all your professional skills to draft recommendations, carry out tasks, and help the board do its work between meetings.
- Come to meetings prepared; ask questions when something seems unusual or when you do not understand something.
- Be prepared to respect and learn from different viewpoints on the board while participating in robust discussions to find the best options for the organization.

## EXPECTED COMMITMENTS

Board Members are expected to fulfill the following **duties**:

- At least 2-7 hours per month on average (includes meetings and events, but not special projects if assigned)
- Attend and participate in at least 75% of board meetings (Board meets every 6 weeks)
- Attend 75% of our events: Programs, Research Challenge Local Final, and CFA Connect Social
- Keep a strategic focus with the mission and vision in mind
- Provide fiduciary oversight
- Provide ongoing strategic counsel and advice; responsive to staff
- Serve on and lead board committees
- Respect the authority of the staff and adhere to the limitations of the Board, its committees and individual Board members
- Engage in nonprofit leadership professional development
- Agree to step down from Board position if unable to fulfill these expectations

## PREFERRED COMMITMENTS

Ideally, each member can commit based on where they are able to help. We recognize that the ability to assist may be restricted by work from doing certain activities or other issues outside one's control.

Preferred commitments include (but are not limited to):

- Attend all board events
- Attend all major events
- Provide suggestions and facilitate relationships/partnerships with potential event speakers, venues, and other resources

Thank you for your interest in volunteering with CFA Society West Michigan!

[Click here](#) to complete and submit your application form.