



### **Mission & Vision:**

The Member Programming Advisory Council (MPAC) is a CFA Society San Francisco member volunteer committee that identifies relevant content, current trends, topics and learning opportunities to create compelling programming that support members, candidates, and local investment professionals at every stage of their career.

### **Structure:**

The council will consist of no more than 13 members. 2 Chairs, Chair & Co-Chair + 11 sitting members. In addition, one member of the Board of Directors and one society staff member will attend each meeting. The Council shall reflect the diversity of the membership and investment industry overall, including newer members, members across age ranges, and be diverse in terms of gender and race.

### **Key Responsibilities:**

- Brainstorm topics and initiatives across various sectors in the financial industry and beyond.
- Provide thought leadership in areas of the profession where additional training, continuing education and/or research will serve members.
- Develop programming ideas, topics and initiatives across key sectors in the financial industry.
- Work in concert with the CEO, Director of Operations & Programming, and the Board of Directors Programming Committee to create a calendar of events for the year of 1-2 offerings per month.
- Identify and secure subject matter expert speakers.
- Work with CFA Society San Francisco staff & presenters to select best platform for offerings.
- Review member and firm submitted speaker proposals and content.
- The Advisory Council Members work directly with the Director of Operations & Programming and report to the Chief Executive Officer.

### **Council Member Responsibilities:**

- Utilize strong connections to possible presenters and thought leaders across a range of disciplines.
- Have experience creating and/or being a part of virtual events/offerings and be fluent with that technology.
- Attend meetings and work collaboratively to develop ideas, secure top-notch expert speakers, and when appropriate, host/moderate sessions created.

### **Meeting Frequency & Format:**

MPAC meets at least monthly for 1-2 hours, led by the Committee Heads. Meeting dates and times will be set once the committee is formed. A Society staff member will facilitate all meetings, manage the calendar, and take attendance notes.

### **Terms:**

Each Chair will serve a two-year term with the assumption the Co-Chair will take the role of Chair after 2 years. Sitting members will have a one-year term, renewable for 3 years. Sitting members are encouraged to ascend to a chair role.

### **Application Process:**

- The volunteer opportunity will be announced in member newsletters and on the Society website. The application can be found on [cfa-sf.org](http://cfa-sf.org) and will be accepted for 6 weeks.
- Applications are submitted directly to the CEO. Interviews are conducted by CEO and Director of Operations & Programming.
  - Members will be selected, with a chair and co-chair of the committee identified.
  - Members sign the Volunteer Agreement.
- The CEO and Director of Operations & Programming will work with the chairs to set the first meeting, planned for late August/early September 2020.