

Hartford Society of Financial Analysts Job Description

Forecast Dinner Committee Chair

General Purpose:

- The forecast dinner is the society's largest and most prestigious event so many board/committee chairs are typically involved but this position will take the lead for the event.
- The purpose is to provide members and non-members with an event that hosts multiple industry speakers.
- The event is formal and it includes a cocktail reception and a full dinner.
- Typically occurs in late January or early February and is attended by 250-300 guests.

Major Functions:

- Speakers
 - Compile a list of potential speakers
 - Attempt to obtain sponsorship from an investment firm
 - Finalize 2 or 3 speakers
 - Potentially locate a moderator for the event
- Venue
 - Decide on an appropriate venue (most recently – Hartford Convention Center)
 - Make contact and decide on a date and menu
- Invitations
 - Work with the society's assistant to create and mail invitations to all members
- Miscellaneous
 - Obtain AV equipment for the event
 - Handle questions from invitees
 - Prepare proper event advertisements
 - Attend the event and ensure it runs according to plan

Time Commitment/Key Dates:

- Planning begins in September with less than 1 hour dedicated per week.
- During November and December activity picks up to approximately 1-2 hours per week.
- The month prior to the event (typically January) is the largest time commitment and a person could spend 3 hours per week.
- The event itself will require approximately a 5 hour time commitment.

The event has been well documented in the past and a more formalized time line exists for those interested.