

**Hartford Society of Financial Analysts
Job Description**

Membership Chair

General Purpose:

- Serve as Administrator for membership approvals.
- Serve as a resource for candidates and prospective members with questions about admission to the society or the CFA Institute.
- Coordinate the annual CFA Charter Award Ceremony.

Major Functions:

- Periodically check the Application Processing portion of the Society Data Center of the CFA Institute's website for approval/denial of new applications for membership as well as upgrades, transfers, and retirements.
- Coordinate the annual Charter Award ceremony including notifying recipients, arranging venue, posting notice to website, coordinating photographer, working with CFA Institute to insure that Charter are sent to society representative in time for ceremony, and serving as master of ceremonies at ceremony. Ceremony typically is held in November.
- Perform surveys of society members as required. This can include tabulating results.

Time Commitment:

- During the fall it is about two to three hours per week. This lasts until the Charter ceremony is completed.
- The other three seasons it is less than 4 hours a month.