

**Hartford Society of Financial Analysts  
Job Description**

*President*

**General Purpose:**

- The President is the chief executive officer of local Society, and exercises general supervision and control over the affairs of the Society, subject, however, to the review and consent of the Board.
- The President presides at all meetings of the Board, and performs all duties incident to the office of President, as well as to effectuate all orders and resolutions of the Board.

**Major Functions:**

- Develops the Society's annual strategic plan
- Organizes and chairs monthly meetings with the Executives
- Oversees the efforts of the Executives of the society
- Reviews annual financial statements of Society
- Authorizes payments as signing officer for Society
- Attends Society organized luncheons, dinners and events
- Attends national and international annual CFA Institute organized conferences
- Promotes ongoing awareness campaign for the CFA designation in the local area
- Responsible for managing the sponsorship and media relationships
- Responsible for general direction in the planning of the Forecast Dinner.

**Time Commitment:**

- Total time commitment 10 - 20 hours per month

**Key events and Dates:**

<b>Key events</b>	<b>Date</b>	<b>Details</b>