

# Hartford Society of Financial Analysts Job Description

## *Social Committee Chair*

### **General Purpose:**

- To provide networking opportunities for members and non-members.
- To provide a post-CFA exam social gathering for students once a year.
- Setting should be informal and comfortable to promote social interaction among attendees.

### **Major Functions:**

- Chairperson is responsible for contacting the venue, organizing the menu and sending broadcast emails to members announcing the event.
- Should attempt to schedule three to four social events per year.
- Events generally occur at a local restaurant with food and beverages provided by the society.
- Chairperson should try to be creative in venue options.
- Events can be associated with other informal society activities (book signing, attracting volunteers, golf lessons, etc.)

### **Time Commitment:**

- 3 or 4 events per year
- For each event:
  - 1 hour in weeks leading up to the event
  - 3 hours during event

### **Key events and Dates**

- Typically networking events are held in April, June and September but these can vary.
- The post-CFA social gathering is held after the exam which typically falls on the first Saturday in June.