

## Board Policy/Resolution on Committees of the Society: Programs & Education Committee

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### The CFAW Bylaws say that:

#### 7. Article 7—Committees 7.3 Other Committees.

(a) The Board may establish one (1) or more other standing or ad hoc committees to perform such duties as it deems appropriate. The Board resolution creating the committee must specify the function of the committee.

(c) Committees of the Society. If the proposed committee will not be authorized to exercise the authority of the Board of Directors, then the members of that committee may consist of Directors and/or non-Directors.

(i) The Chair shall be an *ex officio*, non-voting member of all committees of the Society.

(ii) The chair of each committee of the Society shall be a Regular Member In Good Standing. The chair shall be appointed by the Chair, with the approval of the Board, to serve for a term of one (1) year or such longer period as the Board may determine and shall serve until his or her successor is selected and takes office. However, no individual may serve as a committee chair for more than six (6) consecutive years except to the extent his or her successor has not been selected or taken office. Regardless of prior service, this term limit applies only to appointments beginning on or after July 1, 2008.

(iii) Each member of a committee of the Society shall be a Regular Member In Good Standing or an Affiliate Member in Good Standing unless an exception is approved by the Board. The chair of each committee, subject to approval by the Board, shall appoint the other members of the committee. Each committee member shall serve for a term of one (1) year or such longer period as the Board may approve, and shall serve until his or her successor is selected and takes office.

(iv) A committee of the Society may create one (1) or more subcommittees and shall determine the subcommittee chairs, members, and terms of members. All actions taken by subcommittees shall be subject to review and approval by the appointing committee.

(v) Every committee of the Society and subcommittee shall act under the supervision and control of the Board.

(vi) The Board shall have the authority to remove any chair or member of a committee of the Society.

(vii) Every committee of the Society and subcommittee shall adhere to the same procedural requirements as applicable to the Board for notice of meeting, quorum, and voting.

(viii) Each committee of the Society shall submit a written report to the Board at least once each fiscal year covering the committee activities since the previous report.

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## **Purpose**

*In general, the purpose of all Committees of the Society is to help the CEO and Board of Directors develop the best tactical ideas and implement CFAW's strategic direction within its respective area. These committees are not burdened with fiduciary duties or the authority to supervise or direct the behavior of staff, but rather are to work in concert, collaboratively to assist the CEO. Ultimately the Board holds its CEO accountable for performance toward CFAW's goals which includes all activities of these Committees.*

## **Programs & Education Committee Functions**

*The Committee shall help the CEO and Board of Directors to:*

### **Needs Assessment**

- Determine the professional education interests of CFAW members
- Assess attendee feedback as evidenced by survey ratings of events

### **Events**

- Identify and/or review topics, themes, ideas, and speakers for professional education events (e.g., continuing education), as well as career and networking events
- Deliver live, in-person CFA exam prep that assists CFA candidates in their personal career goals toward obtaining the CFA Charter and/or peaks candidate interest in the benefits of joining the Washington Society as candidate members and ultimately full membership
- Offer formal local training seminars covering a wide variety of topics not usually suitable to the 1-2 hour sessions sponsored by the Society's Program Committee
- Find highly qualified speakers for these topics
- Assign volunteer organizers for each planned event, other than those which will be organized primarily by CFAW staff
- Facilitate the logistics to organize events as necessary

### **Planning**

- Map out a monthly plan for all events for the fiscal year
- Form sub-committees, as necessary, to organize a specific event (e.g., Annual Dinner)

### **Scholarships**

- Accept, Review, and evaluate scholarship applications received by the Washington Society and formally award the scholarships for CFA Examination preparation training and CFA Examination Fees. The Board has delegated all authority to administer Scholarship programs to the Education Committee with the understanding that the Education Committee will provide the Board with a statistical report (number of applicants, criteria used, number of scholarships awarded, and the awardees names and addresses) for each scholarship cycle.

### **Individual committee members who organize specific events shall:**

- Identify and contact speakers and coordinate pre-event discussions and program format
- Prepare a summary description of the event including speaker bios

- Introduce the speakers at the event itself
- Liaise with CFAW staff on logistics

### **Composition**

*The members of this Committee will be comprised primarily of CFAW volunteers, a minimum of three with no upper limits on how many may be needed. The Committees of the Society should be viewed as a primary way to engage as many members as possible. The CEO shall be an ex-officio, voting member of all Committees of the Society to: a) help interpret the Board's strategic direction and policies, ensuring all committee activities are aligned properly with Mission, Values, Goals, and Objectives; b) inform on staff plans; c) provide two-way communication among Committees and between this Committee and the Board; and d) coordinate administrative support. One member of the Board, who is familiar with the Committee's activity, will serve as an additional liaison. One or more non-Board members will serve as chair or co-chairs as assigned by the Board Chair.*

### **Term**

*Committee members and the Committee Chair will serve a term of one year. There are no limits on the number of terms a Chair or member may serve. Terms commence at the beginning of the fiscal year on July 1 and end June 30.*

### **Meetings**

*The Committee shall meet, either in-person or telephonically, at a minimum twice a year and may meet more frequently as circumstances dictate.*

### **Reporting**

*The Committee Chair is responsible to record the minutes of all deliberations and/or any motions voted on and send these Committee minutes to the Board Chair and CEO within ten business days. It will be the responsibility of the Board Chair and CEO to distribute appropriately. All Committees of the Societies minutes will be received by the full Board at its next meeting as part of its consent agenda. From time to time this Committee may vote to recommend to the Board of Directors a new strategic area of emphasis or new policy statement that guides organization behavior, in which case this approved recommendation will be carried to the Board by the CEO or Board liaison.*

### **Conflicts of Interest**

*If any member of the Committee and Staff shall have, or appear to have, a conflict of interest that impairs or appears to impair the respective member's ability to exercise independent and unbiased judgment in good faith discharge of his or her duties, he or she shall disclose such conflicts and recuse himself or herself prior to final preparation of final recommendations to the Board of Directors.*