

## Role of Presidents Council Representatives (PCR) and Presidents Council Chair (PCC)

### BACKGROUND

Under Article 8 of the CFA Institute Articles of Incorporation and Bylaws, a volunteer committee of CFA Institute known as the “Presidents Council” shall be established that:

- provides a forum for discussion among the presidents of the member societies;
- facilitates communication of information among member societies;
- makes recommendations regarding member society activities;
- provides advice and consultation to Presidents Council Representatives, CFA Institute officers, and the Board.
- elects Presidents Council Representatives.

The Presidents Council shall select Presidents Council Representatives (PCRs) pursuant to procedures established by the Presidents Council.

A PCR shall be a regular member elected by a majority of the members of the PC for each PCR region and serve a two-year term commencing on 1 September, with a maximum of two consecutive terms. An individual may not serve in the capacity as a Society President, society staff member, or CFA Institute staff member during their term as a PCR.

### JOB SUMMARY

The role of PCRs is to:

- represent the collective interests of societies in their region and their collective members by facilitating dialogue, collaboration and sharing amongst and between societies;
- facilitate communications with and between societies and the CFA Institute Board of Governors and management;
- serve as the spokesperson for each society region before the Presidents Council;
- serve on Board and Institute oversight Committees as required; and
- vote in all matters before the Presidents Council, PCRs and the Presidents Council Executive Committee.

Within this framework, PCRs play a dual role in that they are active and valued participants at the Board and Oversight Committee meetings, and also are active in member society affairs. Balancing these two roles effectively requires a spirit of transparency and mutual trust among all parties.

In conducting the affairs of CFA Institute, there is a responsibility for discretion on the part of the PCRs in managing the information flow from CFA Institute participation (and vice-versa from member societies) where there may be sensitive or confidential information. The PCRs agree to abide by the goal of fairness and transparency of information in policy decisions.



## ESSENTIAL FUNCTIONS

### Communicate Effectively:

- Act as an effective communicator between societies in the region and CFA Institute Board of Governors and CFA Institute staff.
- Ability to clearly and efficiently enunciate views on matters of relevance, both to the Board and staff, and to society leaders.
- Communicate key issues and developments to society leaders, to enable efficient flow of information.

### Act as Communication Conduit on Society Issues:

- Solicit views from societies on key issues to the Board and senior management, and downward from Board/management to societies.
- Act as an effective communicator for member societies on society related issues with the CFA Institute Board of Governors and CFA Institute staff.

### Attend Society Leaders and other meetings:

- Participate in Society Leaders meetings and help to facilitate dialogue and collaboration as needed.
- Attend and contribute to regional society conferences and other internal Committee meetings as required.

### Effective Member of Internal Committees:

- Participate in key internal Board Committees as invited or required
- Participate in Presidents Council Committees (including Executive Committee, PC Governance Committee and other Committees as required).

### Leadership and Management:

- Evidence of an ability to cultivate a shared culture of success in a volunteer environment. The understanding of how to utilize and empower volunteers and staff through effective partnership.
- Foster a team environment where PCRs, society leaders and CFA Institute staff are provided a positive atmosphere to raise issues and provide challenge.

## PRESIDENTS COUNCIL REGIONAL VICE CHAIR

Three Presidents Council Regional Vice Chairs (Americas, EMEA, and APAC) shall be elected by the Presidents Council Executive Committee from among the PCRs to serve a one-year term, with a maximum of two consecutive terms. In addition to the Job Summary and Essential Functions above, the Regional Vice Chairs also have additional responsibilities:

- In the absence of the Presidents Council Chair, they will collectively perform the duties of the Chair.
- They will serve as members of the Society Partnership Advisory Council.
- They will attend non-executive sessions of the CFA Institute Board of Governors meetings.

## PRESIDENTS COUNCIL CHAIR

The Presidents Council shall elect a Presidents Council Chair to serve a two-year term, with a maximum of two consecutive terms. The Presidents Council Chair shall:

- Preside at all Presidents Council, PCR, and Presidents Council Executive Committee meetings.
- Attend non-executive sessions of the CFA Institute Board of Governors meetings.
- Serve as the primary spokesperson for the PCRs at the Presidents Council and CFA Institute Board of Governors meetings.
- Present issues for consideration before the CFA Institute Board of Governors.
- Vote in all matters before the Presidents Council, PCRs, and Presidents Council Executive Committee.



## EVALUATION AND ACCOUNTABILITY

- On an annual basis, the Presidents Council Executive Committee will undergo a self-evaluation process. The Presidents Council Chair will provide confidential feedback on every PCR and will deliver this anonymous feedback to each PCR. One of the Presidents Council Regional Vice Chairs will deliver anonymous feedback to the Presidents Council Chair.
- End of First Term Vote: Before the annual election cycle begins, the Executive Committee will take an anonymous vote on each PCR that is eligible to pursue a second term. The question shall be: Based on your view of X's performance, contribution, commitment, and behavior, should they be eligible to pursue a second term? Any PCR not receiving a majority of votes shall be discouraged from pursuing a second term.

## QUALIFICATIONS

### CFA Institute Membership

- Be a CFA Institute member in good standing.

### CFA Society Leadership

- At least three years' experience as a society Board member, at the commencement of the PCR term.
- Experience as a society President would be favourably considered.
- Society and/or CFA Institute volunteer experience.

### Education

- CFA charterholder

## PHYSICAL REQUIREMENTS

- As a volunteer, no physical working requirements.
- More generally, sufficient flexibility in work arrangements to be able to meet the travel requirements of the position is desirable (see below).
- Given the global nature of the position, willingness to be adaptable as required (e.g. for global conference calls).

## TRAVEL REQUIREMENTS

To successfully undertake the role, some domestic and international travel may be required. Attendance at a significant number of CFA meetings and events is expected, including:

- Attendance at society leaders meetings (regional and/or global) (2-3 days each) (essential).
- Attendance at CFA Institute conferences and regional conferences (varying times) (optional).
- Visits to member societies for events and discussions with CFA society leaders (varying times) (optional).

This job description is a summary of job requirements and duties and is not intended to be an exhaustive list of all areas of responsibilities.

