



Committee Meetings

- Webinar only
- Regularly scheduled
- May need PC approval if they have a speaker
- Members of the group are invited



Events

- In person, webinar and hybrid
- Some annual events, some issue specific
- Always need PC approval
- Members of the entire society are invited
- Members of other societies are also invited

Committee Meetings and Events

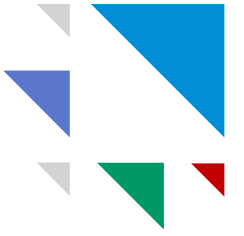


Once the PC approves of these meetings, CFANY's staff goes into action by:

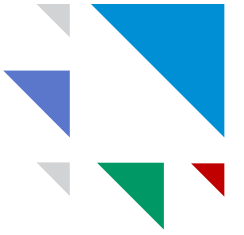
- Setting up the website
- Setting up the speaker coordination call
- Emailing the membership regarding this twice
- Providing you and other volunteers with graphics about the event for social media
- Setting the registration price, collecting it and preparing the event
- Ordering catering and other event details.



1. Events
2. Choosing Speakers
3. Managing Event Timeline
4. Sponsors



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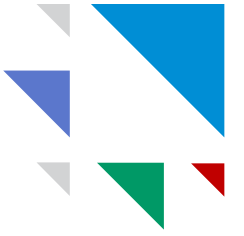
Events

- a. Objective content from multiple sources
- b. No solicitation or promotion
- c. Volunteers limited to introductions or closing



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Speakers

- a. Diversity
- b. Online research
- c. No CFA Charter requirement



Event Management and Timeline

- a. Programming Committee 6 months before event
- b. Invite speakers early
- c. Speaker prep call