



## Working group member: Pub meets

<b>No of new member volunteers</b>	<b>4</b>
<b>Timeframe</b>	<b>July 2018 to June 2019</b>
<b>Commitment</b>	<b>20 hours</b>
<b>Reports to:</b>	<b>Content and networks steering committee</b>

The pub meets working group is tasked with creating a space after work for CFA UK members to meet in a relaxed environment with a drink and nibbles and talk shop either broadly or around a particular theme. Last year, members met in the pub to discuss themes including fixed income, venture capital and infrastructure.

### Purpose and Activities

These more social CFA UK events allow our members to come together in a friendly and welcoming environment, have fun, make friends and network.

- Work as a team to come up with five successful pub meet events for the year ahead
- Be instrumental in planning and executing the event in line with the staffed office process
- Identify and book spaces in suitable pubs
- Market the event to your own CFA UK networks as well as enabling the staffed office to market the event to the wider membership
- Host/co-host at least two of the events while acting as a representative of CFA UK and the volunteer community
- Keep a record of event attendance and feed back to office
- Report plans and events to the content and networks steering committee

### Who are we looking for?

- CFA UK members who love bringing and connecting people together in a social environment
- CFA UK members who enjoy planning and organising
- CFA UK members new to volunteering

### How CFA UK will help:

CFA UK will offer event/venue advice and will liaise with venues to arrange food orders and make payment (i.e. where pub meets carry a charge for members that includes nibbles etc.). CFA UK will offer a limited budget to cover a drink per person at each pub meet. CFA UK will market the events to the membership via the events listing and emails. CFA UK will provide a banner stand for use at the meets and other materials where discussed and agreed.

### What will you gain from volunteering in this role?

- Build your networks within the investment industry
- Develop leadership, communication and teamwork skills
- Build your profile within the CFA UK membership and the investment industry
- Recognition for your contribution by the Society's office.

If you are interested in applying for this opportunity, please download the Volunteer Application form and return it along with a copy of your CV to [volunteer@cfauk.org](mailto:volunteer@cfauk.org)

**Deadline 30th June 2018**