

SOCIETY PARTNERSHIP ADVISORY COUNCIL CHARTER

Purpose

The purpose of the Society Partnership Advisory Council (the “Council”) is established by the Board of Governors (the “Board”) to assist CFA Institute with the followings matters related to CFA Societies:

- Facilitate the alignment between CFA Institute and CFA Societies that is critical in advancing our mission globally and delivering value to our members.
- Establish a unified voice on CFA Society related matters in order to represent CFA Society interests to the Board.
- Ensure continued strength in the relationship between CFA Institute, the Presidents Council, and CFA Societies.
- Provide feedback and guidance on CFA Society business to the Board, Presidents Council, CFA Institute staff, and CFA Societies.

Membership

The Council shall be composed of the following members:

- Minimum of two Governors appointed by the Board.
- Minimum of three Presidents Council Representatives (the “PCR”) appointed by the PCRs.
- Presidents Council (the “PC”) Chair and Vice Chair.
- Managing Director of Global Society Relations at CFA Institute.

The Council shall have two Co-Chairs. One of the Council’s Co-Chair’s will be a Governor appointed by the Board and may serve two consecutive one-year terms. The other Co-Chair will be the PC Chair.

Governor members of the Council may serve three consecutive one-year terms with member rotation staggered to the extent practicable for the purposes of continuity. The PCR members may serve two consecutive one-year terms and shall provide representation for CFA Societies in the Americas; Europe, Middle East, and Africa; and Asia Pacific regions.

Meetings

The Co-Chairs shall preside at meetings of the Council.

The Co-Chairs of the Council will jointly establish the agenda for each meeting in consultation with the members. Council members may request to add items to the agenda for any meeting. The Co-Chairs of the Council will meet with CFA Institute staff as needed during the course of the year to discuss Council agendas. Special topics should be added as required.

The Council shall report to the Board at each regularly scheduled Board meeting and periodically, as applicable, on actions taken and significant matters reviewed by the Council. Meetings of the Council may be held in-person and/or via telephonic or electronic or video conference, and at such times and places as the Council determines. A majority of the members shall constitute a quorum. If a quorum is present, a majority of the members present shall decide any matter brought before the Council. The Co-Chairs may call a meeting of the Council upon due notice to all other members at least one month prior to the meeting as standard practice and at least 48 hours prior to the meeting for more urgent matters.

Notice by electronic mail shall be sufficient notice. The Council may also act by written consent signed by all of its members.

The Co-Chairs are expected to create and maintain a collaborative relationship that supports the management of the Council’s activities. Any matter which cannot be resolved shall be brought to the Board Chair for decision.

Duties and Responsibilities of the Members

Each member should contribute to Council discussions with an objective and informed perspective.

At Council meetings, each member should be engaged and speak on behalf of stakeholders and the best interest of the organization as a whole.

It is the responsibility of each member to report the consensus view of the Council back to their respective groups.

Duties and Responsibilities of the Council and Decision Rights

In addition to carrying out any other responsibilities delegated to the Council by the Board, the Council shall:

Society Matters

Action	Decision Rights	Committee Oversight Only
Monitor and provide guidance on projects impacting CFA Society strategy and support, including but not limited to CFA Society resource allocation; CFA Society formation process; CFA Society external engagement levels, effectiveness, and trends; and initiatives designed to enhance CFA Societies’ ability to provide member value.		●
Review and provide feedback on the status and effectiveness of internal engagement with CFA Societies.		●
Provide oversight of the Society Business Work Group, which manages the society risk register and related risk mitigation projects.		●
Oversee the formation and governance of society consultative councils.		●

Working Groups and Reporting

Action	Decision Rights	Consulting Entity	Committee Oversight Only
Report significant societies’ risks involving legal implications for the organization or highly confidential information to the Risk Committee.		Risk Committee	
Submit any requests for a working group, with its defined purpose, scope, and list of deliverables, of the Council to the Governance Committee for review and approval.	Governance Committee		
Report regularly to the Board on Council findings and recommendations and maintain minutes or other records of Council meetings and activities.			●
Be responsible to the Board for its activities.			●

Annual Evaluation

The Governance Committee (the “GC”) will conduct an annual evaluation of the performance of the Council, including a review of the adequacy of this Charter annually, and recommend to the Board such amendments as the GC deems appropriate

Executive Liaison

The management liaison to the Council is the Managing Director of Global Society Relations.