

# FREQUENTLY ASKED QUESTIONS



## 1. WHAT DOES IT COST TO BECOME A MEMBER OF THE AFFQ?

In the left-hand margin of our home page, click on “*Become a Member*”, and you’ll find the member application form. Scroll down this page to view the fee structure. <https://affq.org/become-member.php>

## 2. I’M HAVING TROUBLE NAVIGATING YOUR WEBSITE. WHY?

Use *Google Chrome* to navigate through the site. If this is not possible, use *Explorer*, ensuring you’re using a later version than *Explorer 8*.

## 3. I’M HAVING A PROBLEM PAYING WITH PAYPAL. WHAT SHOULD I DO?

Be sure to enter the correct address, i.e. the one associated with this payment method. If you continue to have problems, please contact us at [info@affq.org](mailto:info@affq.org).

## 4. I’VE FORGOTTEN MY PASSWORD. CAN I STILL ACCESS MY PROFILE?

Yes. Contact [info@affq.org](mailto:info@affq.org), and we’ll email you a temporary password, which you can then replace with a new one of your choosing.

## 5. HOW DO I ACCESS MY AFFQ PROFILE TO UPDATE IT?

In the left-hand margin of our home page, click on “*Member Access*” in the blue box. Enter your email address and password to access your profile. As a confirmation that you’re connected, you’ll see a personalized welcome message at the top of the page. <https://affq.org/home.php#acces-membres>

## 6. HOW CAN I ADD MY PHOTO AND CV TO MY PROFILE?

We encourage our members to update their profile regularly.

For a photo: Click on *Upload a Photo* in the upper right-hand corner. Attach your photo in JPG format (150 pixels).

For a CV: Click on *Upload CV*. Ensure you’re using an updated version of your browser (*later than Explorer 8*), and join your document in PDF format.

## 7. CAN I BE RECOMMENDED FOR A SEAT ON A BOARD OF DIRECTORS?

Yes. This privilege is offered to all of our members in good standing whose profiles are up to date. Check the “*Women on Boards*” box in your profile. Important: attach your CV and complete the Bio field.

## 8. HOW CAN I TELL IF AN ACTIVITY IS BEING HELD IN MONTREAL OR QUEBEC CITY, AND HOW CAN I BE SURE I’M REGISTERING FOR THE RIGHT LOCATION?

On the home page, click on “*Activities and Training*”. You’ll see separate sections for *Montreal* and *Quebec*. Click on the drop-down menu: “*View all Montreal Events*” or “*View all Quebec City Events*”. You’ll also have access to a digital calendar at <https://affq.org/activities-training>.

## 9. CAN I BRING A GUEST TO AN EVENT?

Yes. When indicated, you can bring a guest and pay the applicable fee, i.e. the member or non-member rate. When registering, please enter the name of your guest and their company name.

**10. I MISSED AN ACTIVITY I HAD REGISTERED FOR. CAN I RECEIVE A REFUND OR CREDIT?**

Cancellation policy: Yes, provided the AFFQ is advised *in writing at least 15 days prior to the event*. Otherwise, no refunds are possible. The AFFQ is a non-profit association, and we incur costs relative to the number of registrations received. Please contact [info@affq.org](mailto:info@affq.org).

**11. CAN I RECRUIT A COLLEAGUE OR FRIEND IF THEY'D LIKE TO BECOME A MEMBER?**

Yes, provided that you have been a member in good standing for more than one year. You and your friend/colleague will both receive preferential rates. You must first send an email confirming your plan to us at [info@affq.org](mailto:info@affq.org). A member may recruit many new members; however, the person recruited may only benefit from a preferred membership rate once.

To learn more about the conditions of becoming a member-recruiter, click on "Become a Member", then "Membership Criteria", and "Recruiter Rate". <https://affq.org/become-member.php>

**12. IS IT POSSIBLE TO PARTICIPATE IN ONE OF THE AFFQ COMMITTEES?**

Of course! This privilege is offered to all of our members in good standing. To volunteer to sit on one of our committees, please write to us to express your interest at [info@affq.org](mailto:info@affq.org).

View our various committees at <https://affq.org/about-us.php>.

**13. DO YOU CHARGE MEMBERSHIP FEES TO STUDENTS IN FINANCE-RELATED PROGRAMS?**

No! We offer free annual memberships to students who provide us with *mandatory proof of full-time studies* in business administration, insurance, accounting or AMF certification. For more information, please contact [info@affq.org](mailto:info@affq.org) and send us your documentation.

**14. WHAT CONDITIONS APPLY FOR MEMBERS INTERESTED IN THE AFFQ'S MENTORING PROGRAM?**

This free program is offered exclusively to our members in good standing. On the home page, click on "Network and Members", then on "Mentoring Program". For dates and conditions, please go to <https://affq.org/network-members.php#programme-mentorat>.

**15. HOW CAN I POST A JOB OFFER ON THE AFFQ SITE?**

It's easy! We offer this service to businesses seeking female candidates to fill positions in the finance sector. To learn more, please contact [info@affq.org](mailto:info@affq.org).

**16. MY COMPANY WOULD LIKE TO BECOME A FINANCIAL PARTNER OF THE AFFQ. HOW DO WE GO ABOUT THIS, AND WHAT ARE THE BENEFITS?**

Please write to Martine Cantin, Executive Director, at [info@affq.org](mailto:info@affq.org). She will be pleased to contact you to explain the many benefits of partnering with us.

**17. CAN ANYONE ATTEND THE ANNUAL AFFQ GALA?**

Absolutely! This prestigious and popular Montreal event, which recognizes the achievements of women in the finance sector, is usually held in April. Ticket prices and complete details are posted on our home page in the weeks leading up to the event.

**18. CAN MEN BECOME MEMBERS OF THE AFFQ?**

Of course! Men are welcome to join.

**19. WHO FOUNDED THE AFFQ?**

Andrée Corriveau founded the AFFQ in an effort to bring together Quebec women who work in the financial fields.