

## APPENDIX H

### INVESTMENT COMMITTEE CHARTER

#### 1. Purpose

- 1.1. This charter sets out the committee's objective, authority, composition, roles and responsibilities and reporting arrangements.

#### 2. Objective

- 2.1. The objective of the committee is to support the investment function of the St Vincent de Paul Society Canberra/Goulburn Territory Council and oversight the management of the Society's investments. Consistent with parameters agreed by the Territory and the Society's National Investment Policy, the committee will decide on the nature, type and maturity of investments.

#### 3. Authority

- 3.1. The President authorises the committee, within the scope of its roles and responsibilities:
  - to obtain any information it needs from any employee and/or any external party (subject to their legal obligation to protect information); and
  - to obtain external professional or legal advice, as considered necessary to meet its responsibilities.

#### 4. Composition and tenure

- 4.1. The committee will consist of three (3) members, the Territory Council Treasurer, one other member of the Society, and the Chief Executive Officer or their delegate.
- 4.2. The Council Treasurer will chair the committee normally, although another Society member will chair the committee in the Treasurer's absence.
- 4.3. Members will be appointed for an initial period not exceeding two (2) years after which they will be eligible for extension or re-appointment.
- 4.4. In the absence of sufficient committee members being available to allow the committee to function according to this Charter, the President may approve the appointment of another member to the committee for a specific period.

#### 5. Roles and responsibilities

- 5.1. The committee's roles and responsibilities include:
  - to advise the Territory Council in regard to the establishment and ongoing operation of the investment function;
  - to seek out and oversee the performance of any necessary external investment managers or advisors;
  - to meet prior to the expiry of any existing investments to determine the amount, nature, type and maturity of investments to be made;
  - to ensure that investments are consistent with the National Investment Policy and any investment guidance provided by the Territory Council;
  - to advise the President on exercising any delegations in relation to investments in accordance with the Financial Delegations policy; and
  - to review the Society's investment strategy and approach at least once each year.

## 6. Responsibilities of members

### 6.1. Members are expected to:

- contribute the time needed to attend meetings and study and understand any material provided to them;
- apply analytical skills, expert knowledge, objectivity and good judgement; and
- express opinions frankly and ask questions that are fundamental to the good management of the Society's investments.

## 7. Reporting

7.1. The current investments of the Society will be included in the monthly Finance reports which are provided to the Territory Council when they meet.

7.2. The Chair will provide additional explanation of the Society's investments or investment strategy as required, or as requested by the Territory Council.

7.3. At the completion of each financial year the Investment Committee will report to the Territory Council on the performance of the Society's investment operations over the financial year.

## 8. Administrative Arrangements

### 8.1. The meeting arrangements for the committee will be:

- to meet at least four times per year, with at least two meetings being face to face;
- meetings may be held in person, by telephone or by video conference;
- if requested by the President or another committee member, the Chair will call a meeting;
- a forward meeting plan will be agreed by the committee each year;
- a quorum will consist of two (2) members;
- a member of the Finance Section will provide secretariat services, including circulating the agenda and any supporting papers, as well as preparing minutes of meetings (minutes to be approved by the Chair and circulated within two weeks of a meeting); and
- at the commencement of any meetings members must declare any real or perceived conflicts of interest, and if such a conflict exists it may be appropriate to be excused from deliberations on the relevant item.