



Terms of Reference	1.04
Committee:	Investment and Finance
ISSUING AUTHORITY:	Community Foundation of Portage and District Inc.
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APPROVED:	May 21, 2013
LAST REVIEWED:	April 2025
NEXT REVIEW:	April 2028

The Investment and Finance Committee is a standing committee. Its purpose is to oversee all material aspects of investment policy and returns. All committee members should possess accounting or related financial management expertise. The chair will have the additional responsibility of monitoring statements from the Foundation’s investment advisor.

Membership

The committee is to consist of the Treasurer plus a minimum of two Board Members selected by the Executive Committee and approved by the Board. The Executive Director may attend committee meetings as an ex-officio non-voting member.

Term of Office

Two-year term, reviewed annually by the nominating committee. Terms will be reviewed/renewed based on the individual's expertise, skill set & experience in this individual area.

Duties and Responsibilities

- To recommend investment policy and guidelines to the Board.
- To monitor investment performance and compliance with the Foundation’s policies.
- Reports from the investment manager shall be monitored by all committee members.
- The committee shall formally review the performance of the investment advisor in accordance with the Investment Policy and make recommendations to the Board regarding a continued relationship.
- To review on a three-year cycle and develop/revise as needed, terms of reference and policies required to fulfil the committee’s mandate, and report recommendations to the Board for decision/disposition.

Reporting

The committee reports to the Foundation Board.

Committee reports must be made in a timely fashion.

Items that must be brought to the attention of the Foundation Board include:

- Any matter of policy, or of a substantive nature, which may affect the rights and privileges of the Board as a whole.
- Any other matter in which the chair desires Board consideration.

Meetings

Meetings are to be held a minimum of twice per year and on an ad- hoc basis at the discretion of the chair. Subsequent reporting is to the next regular Board meeting.

A quorum shall be considered the presence of three voting members of the committee.

Reference: TOR 1.01 Executive Committee