



# Terms of Reference: Investment and Property Committee

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## 1. SCOPE

### 1.1 Purpose

Responsible for assisting the Board in its duty to supervise the investments, property purchasing and portfolio of the Charity.

### 1.2 Authority

The Committee has delegated authority from the Board of Trustees in accordance with the Terms of Reference.

### 1.3 Reporting

The Committee reports to the Board of Trustees

## 2. MEMBERSHIP

### 2.1 Chair

The Committee shall be chaired by a named trustee.

### 2.2 Members

Core membership of the Committee will comprise up to four trustees (one of whom will be Chair of the Committee).

### 2.3 Attendees

Standing attendees shall be:

- Chair of the Investment and Property committee
- Treasurer
- Head of Operations
- Finance Manager may attend
- The Chair of the Board of Trustees may attend as an advisor



The Committee may invite other attendees (non-voting) to act in an advisory capacity, as deemed necessary.

## 2.4 Term of Office

Members shall hold office for three years, and shall be eligible for reappointment for one further term.

## 2.5 Quorum

Quorum is set to three members.

## 3. RESPONSIBILITIES

### 3.1 Investment planning and review

The Committee shall:

- Review current investment plans and key performance indicators and bring any significant or potential issues to the attention of the Board of Trustees.
- Conduct initial reviews of the investment potential and broad portfolio of the Charity's and make recommendations for approval to the Board of Trustees.
- Research and propose investment opportunities for approval to the Board of Trustees.
- Write and review the Investment Policy.

### 3.2 Property Purchasing

The Committee shall:

- Review and recommend to the Board of Trustees any new property opportunities that fit within the strategic plans for the charity.
- Review and implement any relevant requirements for owning property within the M&A of the charity.
- On the approval of the trustees instruct solicitors for the purposes of purchasing property, as well as manage the property purchase process.
- Review the property brief within the context of the charity's needs.
- Review the nature and levels of delegated authorities annually.

## 4. MANAGEMENT

### 4.1 Secretary

There will be a Secretary who will arrange, convene, attend and record all meetings of the Committee.



## **4.2 Papers/Agendas**

The Secretary is responsible for circulating papers for the meetings. Agenda and papers will be circulated to all members at least five working days before the meeting.

## **4.3 Meetings**

The Committee will normally meet twice per year. Additional meetings may take place at the request of the Committee Chair as necessary.

## **4.4 Attendance**

Members are expected to attend all meetings of the committee, unless agreed by the Committee Chair. Ex-officio attendees must nominate a deputy if unable to attend.

## **4.5 Minutes / reporting**

The Secretary to the Committee shall distribute minutes of each meeting to Committee members within five working days. Minutes will be shared with the Board at the following Board meeting. The Committee Chair will report formally to the Board on the Committee's proceedings.

## **4.6 Conflicts of Interest**

Committee members are to abide by the Code of Conduct which includes a conflict of interest clause. Committee members are required to declare their potential interests in accordance with the Conflict of Interest policy as agreed by the Board.

Published by Nate Sence, June 2022

To be reviewed June 2023