

Title: Investment Committee Charter

Effective Date: June 17, 2022 (B2262) Revision: 2 Supersedes: November 18, 2019 (B2034)

Purpose

This Committee is charged with overseeing and managing the SWE Investment Portfolio.

Background

SWE Headquarters (HQ) and the SWE Board of Trustees (BOT) previously used different investment managers for resources for which the SWE Board of Directors (BOD) has fiduciary responsibility. Combining these investments into a single portfolio under one manager (with a combined investment policy statement) reduces management and volunteer hours while also reducing fees and raising the return on investment. The combination of funds requires an Investment Committee between the BOT, HQ, and BOD to manage these funds.

Scope

- In Scope
 - Review monthly reports of investment advisor for combined portfolio
 - Quarterly meetings with the investment advisor (face-to-face or teleconference)
 - Recommend Investment Policy Statement (IPS) changes to the BOD
 - Recommend Investment Portfolio Policy changes to the BOD
 - Manage investment changes and allocation targets to the investment portfolio as needed with the investment advisor

Resources and References

- SWE Investment Portfolio Policy
- SWE Inc. Investment Policy Statement (IPS)
- Monthly Reports from Investment Advisor

Authority & Limitations

- The Committee will jointly evaluate and ask questions of the investment advisor and has authority to make changes within the investment policy risk ranges.
- Modifications to the SWE Inc. Investment Policy Statement (IPS), the SWE Investment Portfolio Policy or the Fund Manager must be voted on by the BOD

Deliverables

- BOD Treasurer shall report on status of Investment Committee as part of Society annual report, annual Senate report, and BOD reports.
- Inclusion of relevant information in annual Society financial report

Membership

- Society Executive Director (ED) and Society Chief Financial Officer (CFO) from HQ, two members from the SWE BOT (selected by the BOT), Society President-Elect & Society Treasurer from the SWE BOD
- Committee Chair will be the Society Treasurer
- Committee Treasurer will be the Society CFO
- Committee will select a Secretary annually

**Criteria for
Success**

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- Monthly evaluation of reports by Investment Committee
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Report To

Society President

Duration

To be reviewed every other year, next review in FY24.
