

What's Inside This Guide

Navigate through essential governance topics designed to strengthen your investment oversight

01

Foundation of Governance

Understanding roles, responsibilities, and fiduciary duties

02

Annual Planning Framework

Structuring your year for comprehensive oversight

03

Meeting Excellence

Templates and best practices for productive sessions

04

Tools & Resources

Practical templates, checklists, and implementation quides

Ready to Transform Your Investment Governance?



Need help implementing these governance practices?

Contact us at info@togetherforwardcap.com or call (888) 330-7090

Foundation of Investment Committee Governance

Building a strong governance structure begins with clarity on roles, responsibilities, and expectations



Key Governance Principles



Annual Planning Framework

A structured approach to fulfilling your governance responsibilities throughout the year

Your Investment Committee Year at a Glance



01

Strategic Planning

- · Annual performance review
- · Economic outlook discussion
- Committee goals setting
 - · Charter reaffirmation



02

Policy & Process

- · Spending policy review
- · Liquidity assessment
- Risk management update
- · New member onboarding



Q3

Governance Review

- · IPS annual review
- · Compliance verification
- Document management
 - Succession planning



Q4

Evaluation & Planning

- Fee benchmarking
- · Portfolio rebalancing
- Next year planning
- Committee assessment

Annual Governance Checklist

Ensure all critical responsibilities are addressed each year

Policy & Documentation

- Review and update Investment Policy Statement
- Confirm spending policy alignment
- Update conflict of interest declarations
- Review gift acceptance policies
- Document meeting minutes and decisions

Performance & Strategy

- Conduct quarterly performance reviews
- Evaluate asset allocation targets
- Assess manager performance
- Review fee structures and benchmarks
- Plan for liquidity needs

Meeting Excellence Framework

Transform your committee meetings into strategic sessions that drive results

Sample Quarterly Meeting Agenda

A structured approach to maximize meeting productivity

Opening & Governance (10 min)

Roll call, approve minutes, review meeting objectives

Market Update & Economic Outlook (15 min)

Review current market conditions and potential impacts on portfolio

Portfolio Performance Review (20 min)

Analyze returns, attribution, and comparison to benchmarks

Strategic Focus Topic (25 min)

Deep dive into quarterly theme (e.g., asset allocation, risk management)

Action Items & Next Steps (10 min)

Document decisions, assign responsibilities, confirm next meeting

Meeting Best Practices



Consistent Schedule

Set quarterly meetings well in advance and stick to the schedule to ensure consistent oversight.



Pre-Meeting Materials

Distribute comprehensive materials at least one week before meetings to allow thorough review.



Clear Action Items

End each meeting with documented decisions and assigned responsibilities with deadlines.

Roles & Responsibilities Matrix

Clear delineation of duties ensures effective governance and accountability

Responsibility	Committee Chair	Committee Members	Staff/CFO	Investment Advisor
Meeting Leadership	Primary	Support	Support	Support
Policy Development	Review	Primary	Support	Primary
Performance Monitoring	Review	Primary	Review	Primary
Risk Assessment	Review	Primary	Support	Primary
Documentation	Review	Support	Primary	Support

Committee Member Expectations





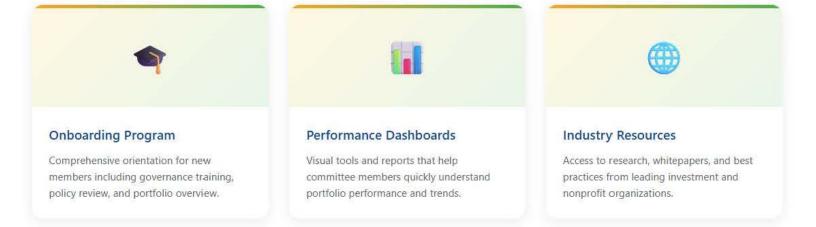
Continuous Education & Development

Building expertise through ongoing learning and professional development

Annual Education Calendar



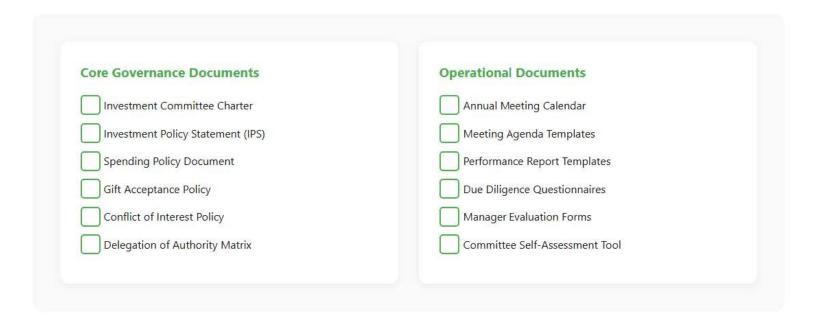
Committee Development Resources



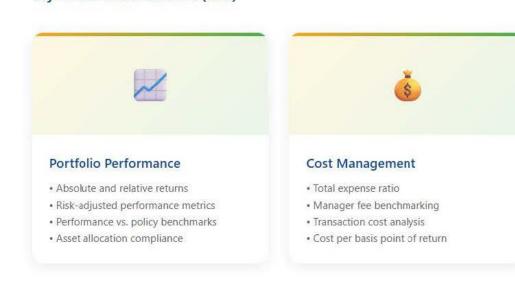
Implementation Tools & Templates

Practical resources to help you implement best-in-class governance practices

Essential Documents Checklist



Key Performance Indicators (KPIs)





Annual Governance Calendar Template

A month-by-month guide to essential governance activities



Annual Planning & Review

Prior year performance review, goal setting, economic outlook briefing



Q1 Review & Policy Check

Quarterly performance, spending policy review, rebalancing decisions

NUL

Mid-Year Assessment

Semi-annual deep dive, manager reviews, fee analysis

SEP

Governance Review

IPS annual review, committee self-assessment, education planning



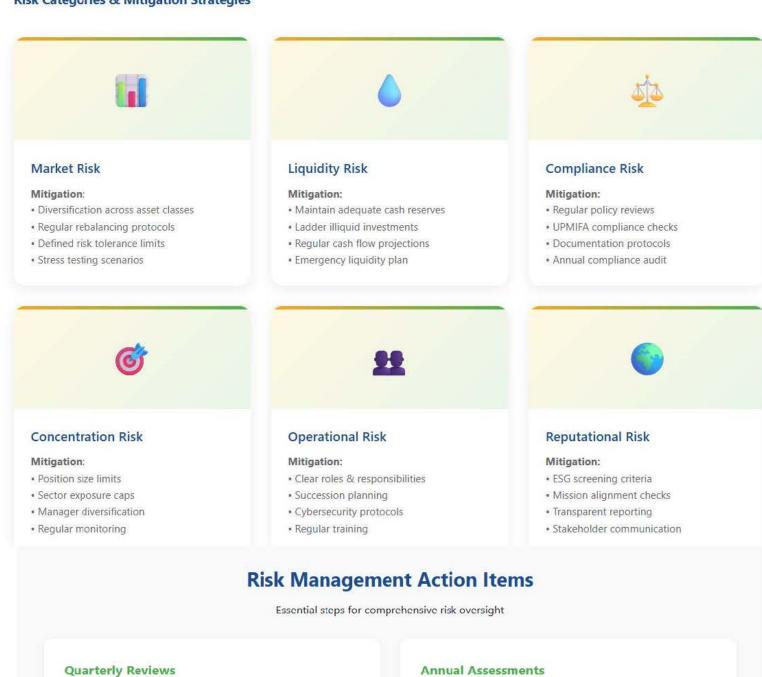
Year-End Planning

Annual rebalancing, tax strategies, next year's calendar

Risk Management Framework

Comprehensive approach to identifying, monitoring, and mitigating investment risks

Risk Categories & Mitigation Strategies



Portfolio risk metrics dashboard Compliance checklist review Liquidity stress testing

Economic scenario analysis

Manager risk assessments

Annual Assessments

Enterprise risk management review

Investment policy risk limits

Fiduciary liability insurance

Cybersecurity audit

Business continuity planning

Measuring Governance Success

Key indicators and benchmarks for evaluating committee effectiveness

Success Metric	Target	Measurement Frequency	Responsible Party
Meeting Attendance	90%+ attendance rate	Quarterly	Committee Chair
Policy Compliance	100% adherence to IPS	Quarterly	Investment Advisor
Performance vs. Benchmark	Within policy ranges	Quarterly	Investment Advisor
Cost Effectiveness	Below peer median	Annual	CFO/Treasurer
Documentation Quality	Complete minutes within 2 weeks	Each Meeting	Secretary/Staff
Education Completion	4+ hours annually per member	Annual	Committee Chair

Committee Self-Assessment Framework





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