

Job Description
INVESTMENT REVIEW COMMITTEE

Purpose

The Investment Review Committee of the National Committee on Planned Giving (NCPG) shall be responsible for oversight of NCPG's investment portfolios.

Management

The Investment Review Committee shall be a committee of the Board of Directors. Action taken by the Investment Review Committee will be reviewed and reported to the Board of Directors at least annually.

Structure

- The Investment Review Committee shall be chaired by a member of the Board, who shall be appointed by the Board Chair. Every effort shall be made to appoint an individual who has demonstrated competence in investment strategies and methods.
- Membership shall consist of the Chair of the Committee and two or more additional members who have knowledge and/or experience both with short and long-term investments. Members shall also include the Treasurer of the Board, the immediate past chair of the committee, and the NCPG President, who shall be ex-officio voting members.
- All members of the Committee must be members of the National Committee on Planned Giving.
- All members must be independent and have no paid business, financial or consulting relationship to the investment managers employed by NCPG.
- Appointments shall be made for a term of one (1) year but are eligible for re-appointment.

Job Responsibilities

Direction for the investment of NCPG's portfolio is entrusted to the Investment review Committee. The Committee is charged with the following responsibilities:

- a. Recommend and monitor investment policies and objectives.
- b. Monitor the allocation of funds among equity, fixed income, and various other investment alternatives in accordance with Board approved investment policies and objectives.
- c. Make recommendations to the Board of Directors regarding the hiring and termination of relationships with outside investment advisors based on their performance and the policies contained in the Investment Portfolio and Policy Statement.

- d. Perform annual reviews, or more often if necessary, of the investment advisor with regard to performance results, investment activity, and adherence to policy.