

## **TERMS OF REFERENCE FOR THE INVESTMENT TRANSPARENCY COMMITTEE**

Following a series of ad hoc meetings in winter and spring 2025 between the university and the Concordia University Inter-generational Fund (CUiF) administrators, a faculty member and representatives from the Concordia Student Union to explore and implement transparency initiatives related to the CUiF. The CUiF is pleased to announce the creation of the Investment Transparency Committee (ITC) to continue this work.

### **Purpose**

Establishing the Investment Transparency Committee provides a structure for sharing and explaining investment-related information to facilitate an in-depth understanding of the CUiF's sustainable investment strategy, policies, returns, fund selection process and evaluation practices and results with student and faculty representatives, as well as with the university community via the CUiF website and published reports.

### **Frequency**

The Committee will meet twice a year in May and November. Additional meetings may be held during the year on an as-needed basis.

### **Membership**

Membership of the Committee will be as follows:

- one representative of the Concordia Student Union
- one representative of the Graduate Students Association
- one faculty member
- the Concordia University Inter-generational Fund President
- the Concordia University Treasurer and Chief Investment Officer
- a representative from University Communications Services

The duration of the membership mandate for the student and faculty representatives will be a minimum of two years and a maximum of four years.

### **Selection of members**

Student and faculty representatives will be nominated by their respective governance bodies - the Concordia Student Union, the Graduate Students Association, and the university's academic leadership. The CUiF encourages these bodies to consider skills and experience profiles when nominating candidates.

### **Code of conduct**

Committee members are required to act in good faith, to be respectful and collaborative, to listen attentively without interrupting, and to foster equal participation from all members.

### **Conflict of interest**

To ensure transparency and uphold the integrity of the Investment Transparency Committee's work, all members must disclose any actual, potential, or perceived conflicts of interest related to their personal, academic, or professional affiliations. Members are expected to recuse themselves from discussions or decisions where such conflicts may arise. This practice safeguards the objectivity and credibility of the committee's oversight and reinforces its commitment to ethical governance.

### **Confidentiality**

Any information provided to Committee members which is deemed by the CUiF President or the University Treasurer and Chief Investment Officer to be sensitive (such as details about positions

from certain investment managers) must be treated as confidential and cannot be shared with anyone who is not a member of the Committee.

In the event of a breach of the Code of Conduct, the CUiF President or the University Treasurer and Chief Investment Officer can elect to replace one or more members of the Committee with one or more new members.

**Evaluation**

Members will be invited to provide feedback on the effectiveness of the Committee every two years.

**Documentation**

The agenda and documents for information and discussion at the meetings will be made accessible to members in the CUiF's shared Sharepoint channel at least one week before the date of each meeting.

Minutes from the meeting will be recorded and distributed to all members, as well as to the CUiF Board of Directors.

May 2025