**Chartered Banker 2025 Foundation Committee – Terms of Reference**

**Created December 2015**

**Agreed December 2016: First 2025 Committee Meeting**

**1. Purpose**

1.1 The Chartered Banker 2025 Foundation Committee is responsible for:

* Establishing and overseeing the Chartered Banker 2025 Foundation, a Restricted Fund to be set up under the auspices of the Chartered Banker Institute;
* Developing and monitoring the implementation of the Chartered Banker 2025 Foundation’s strategic plans; and
* Reviewing and directing, the Chartered Banker 2025 Foundation’s activities and operations, financial situation, risk management and controls.

**2. Accountability and Reporting**

2.1 The Chartered Banker 2025 Foundation Committee shall be accountable to the Council for all of its actions.

2.2 The Chair of the Chartered Banker 2025 Foundation Committee or their delegated nominee will report on the activities of the Committee, on a regular basis, to Council.

2.3 The Chartered Banker 2025 Foundation shall publish an annual report, as part of the Institute’s Annual Report, setting out progress against its strategic objectives, donations received and awards made.

**3. Principal Tasks**

3.1 The Committee’s principal tasks include:

* Establishing the Chartered Banker 2025 Foundation;
* Developing a strategic plan for the Chartered Banker 2025 Committee to 2025 (the Institute’s 150th Anniversary);
* Monitoring the implementation and impact of the Chartered Banker 2025 Foundation’s strategy on a regular basis, and reporting on this to Council;
* Engaging with and seeing support from Fellows and, over time, the wider membership.
* Promoting the Chartered Banker 2025 Foundation to Institute Fellows, members and more widely;
* Developing criteria for eligibility for support from the Chartered Banker 2025 Foundation;
* Making decisions on the award of support from the Chartered Banker 2025 Foundation, and monitoring such awards;
* Reviewing annually the donations received by the Chartered Banker 2025 Foundation;
* Developing an Investment Policy for and monitoring financial performance of the funds held in the Restricted Fund for the Chartered Banker 2025 Foundation;
* Developing and monitoring a Conflicts of Interest Policy for the Chartered Banker 2025 Foundation.

**4. Membership**

4.1 The Chartered Banker 2025 Foundation Committee shall consist of up to 8 members, drawn from the Council, Past Presidents of Council, and Institute Fellows with appropriate experience.

4.2 At least 2 members of the Chartered Banker 2025 Foundation Committee shall be serving Council members.

4.3 Members of the Chartered Banker 2025 Foundation Committee shall be appointed by Council, following recommendations by the Nominations Committee.

4.4 Members of the Chartered Banker 2025 Foundation Committee shall be appointed for a period of 3 years, a term which shall be renewable once.

**5. Chair**

5.1 The Chair of the Chartered Banker 2025 Foundation Committee shall be appointed by Council, following a recommendation by the Nominations Committee.

5.2 The Chair shall be appointed for a period of 3 years, a term which shall be renewable once.

5.3 Where the Chair is unable to attend a meeting of the Chartered Banker 2025 Foundation Committee, the Chair may nominate a member of the Committee to act as chairperson for that meeting.

**6. Secretary**

6.1 The Business Partner - Governance or their delegated nominee shall act as the Secretary of the Chartered Banker 2025 Foundation Committee.

**7. Frequency of Meetings**

7.1 The Chartered Banker 2025 Foundation Committee shall meet at least three times per year, including via video conference and teleconference. The Committee may transact business of a regular nature via video conference, teleconference or e-mail as required.

1. **Quorum**
   1. The quorum necessary for the transaction of business shall be four Committee members present in person or by simultaneous video or telecommunications link. A duly convened meeting of the Chartered Banker 2025 Foundation Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.
2. **Minutes of Meetings**
   1. The Secretary shall minute the proceedings and resolutions of all Chartered Banker 2025 Foundation Committee meetings, including the names of those present and in attendance.
   2. Draft minutes of Chartered Banker 2025 Foundation Committee meetings shall be circulated promptly to all Committee members. Once approved by the Committee, minutes will be circulated to Council.

**10. Authority**

10.1 The Chartered Banker 2025 Foundation Committee is authorised to seek any information it requires from any employee of the Institute in order to perform its duties.

10.2 The Chartered Banker 2025 Foundation Committee is authorised to obtain, at the Institute’s expense, outside legal or other professional advice on any matters as may be required.