



Student Managed Fund: Charter and Governance Structure

1. Introduction

- The ANU Student Managed Fund (SMF) invests the assets of the Student Managed Fund Endowment Fund and related accounts on the expectation that the investments will be proposed and managed by students enrolled in the related courses *FINM3009 Student Managed Fund* and *FINM3010 Student Managed Fund – Extension* ('SMF courses'). The activities of the SMF occur under the oversight and guidance from academic staff. An Investment Advisory Committee (IAC) including industry practitioners with investment expertise provides advice and endorsement of investment recommendations and investment policy.
- The SMF and related courses are administered by the Research School of Finance, Actuarial Studies and Statistics (RSFAS) on behalf of the College of Business and Economics (CBE). A Fund Convenor is responsible for the investments made by the SMF; and a Course Convenor is responsible for the management of the SMF courses.
- The assets of the SMF are held within the University's Endowment for Excellence, and invested separately to other University investment funds managed by the ANU Investment Office. The SMF operates under its own governance arrangements, policies and procedures; but remains subject to all University governance arrangements, policies and procedures, unless expressly exempted.
- This *Charter and Governance Structure* specifies the purpose, objectives and governance structures under which the SMF is to be managed and overseen. It is approved by the Vice-Chancellor, which ratifies the arrangements set out within. This document, and all activities taken under it, remain subject to oversight and review by the University.

2. Purpose

The SMF is established for the following purposes:

- (i) Improve the learning opportunities for some of the University's best students through involvement in an activity-based program of an applied nature.
- (ii) Enhance the attraction of ANU as an innovative and advanced place to study.
- (iii) Support the employment prospects of students.
- (iv) Provide a vehicle for deeper engagement with alumni and industry.
- (v) Fund philanthropic activities within CBE, such as academic scholarships or prizes.
- (vi) Act as an attractant for additional philanthropic donations.

It is hoped that the SMF will create a virtuous feedback loop, whereby some of the University's best students become successful alumnus who are more inclined to give back to the University.

3. Objectives

In pursuing these purposes, all parties involved in the management and oversight of the SMF are expected to work towards the following objectives:

(A) *Learning objectives:* Assist students enrolled in the SMF courses to develop the following knowledge and skills:

- Capacity to apply and communicate the process of managing money in pursuit of investment objectives.
- Deep understanding of how the fund management industry operates.
- Capacity to communicate and advocate recommendations for action in an applied setting.
- Ability to operate in a team environment, including supervising and developing others.

Measured by: Student evaluations (SELT); feedback from IAC members

(B) *Investment objective:* Maximise the long-term trade-off between the expected value of funds invested, against the risk of sustained reduction in the real value of those funds. This objective implies generating a return at least equal to the sum of distribution rate and the inflation rate.

Measured by: The 5-year change in real value of funds invested, adjusted for fund inflows.

(C) *Developmental objectives:*

- Build the quantity and quality of engagement between the University, its alumni, and industry.
- Attract additional donations.

Measured by: Number of external engagements, and any related feedback from external parties; amount and number of new donations.

4. SMF Management Groups and their Governing Rules

Three groups are involved in the management of the SMF and the SMF courses: convenors, the IAC, and students. Table 1 sets out the rules governing each group, including: composition, appointment and tenure, responsibilities, authorities, and accountability.

The following aspects are in addition to the governing rules appearing in Table 1:

- Expected conduct* – All groups and individuals within the groups are expected to act in accordance with the University's Code of Conduct and the interests of the University, including ensuring that the University's reputation is at all times protected, if not enhanced. They are also expected to apply good analytical skills, objectively, sound judgment and diligence in managing or overseeing the SMF and its investments.
- Consistency with University policy and procedures* – Any operating rules specified by an SMF management group must be consistent with the University's policies and procedures.
- Convenors* – At least two members of the RSFAS academic staff are to be appointed as convenors. The Fund Convenor holds the delegation to make investments on behalf of the SMF as endorsed by the IAC; and is responsible for ensuring that the assets are managed in accordance with the policy of the SMF and the University, and any relevant laws and regulations. The Course Convenor is responsible for the management of the SMF courses. These positions may be held by the same person. The Fund Convenor is Chair of the IAC with a deciding vote, and a veto over recommended investments that contravene policy. A second convenor is appointed as a voting member of the IAC: it is envisaged this would be the Course Convenor unless this position is held by the same person as the Fund Convenor.

(iv) *Students* – The role of students is to generate investment recommendations for consideration, develop investment processes, and assist the Fund Convenor and the IAC with the management and oversight of the SMF and its investments. In performing these functions, students are not acting as agents of the University. Two students will be appointed to perform key management roles of Chief Investment Officer (CIO) and Chief Risk Officer (CRO), with the assistance and guidance of the convenors. The CIO reports to the Course Convenor; while the CRO reports to the Fund Convenor. The responsibilities attached to these two roles are as follows:

(a) *Chief Investment Officer (CIO)*

- Manage the SMF student group
- Chair SMF team meetings comprising the convenors and the student group; and consult with the Course Convenor on the meeting agenda
- Propose the investment process and related decision protocols
- Propose investment recommendations to be presented to the IAC
- Attend the IAC meeting in a non-voting capacity

(b) *Chief Risk Officer (CRO)*

- Analysis of the portfolio for the purpose of risk management, reporting, and compliance monitoring with respect to investment policy and agreed processes
- Interact with the agent holding the investments in trust in order to perform these functions
- Attend the IAC in a non-voting capacity

(v) *Student academic requirements* – Student academic requirements are set out in the course outlines for the SMF courses.

Table 1: Rules Governing the Three Main Groups

Attribute	Convenors	Investment Advisory Committee	Students
Composition	<ul style="list-style-type: none"> • Minimum of two, from which are appointed a Fund Convenor and a Course Convenor • If the Fund Convenor and the Course Convenor are the same person, another convenor will be appointed as the second convenor member of the IAC • Convenors are RSFAS academic staff members 	<ul style="list-style-type: none"> • Between 8 and 12 members comprising: <ul style="list-style-type: none"> <i>Two convenors:</i> <ul style="list-style-type: none"> - Fund Convenor (<i>Chair, deciding vote and right of veto</i>) - Second convenor (<i>voting</i>) <i>Two students (non-voting):</i> <ul style="list-style-type: none"> - CIO - CRO <i>Four to eight externals with investment expertise (voting):</i> <ul style="list-style-type: none"> - Each external member may nominate an alternate - May include up to one other ANU staff member 	<ul style="list-style-type: none"> • Student enrolment numbers will be set each semester by the RSFAS Director of Education
Appointment & Tenure	<ul style="list-style-type: none"> • Appointed by Director of RSFAS • No defined tenure 	<p><i>With respect to external members:</i></p> <ul style="list-style-type: none"> • Nominated by Director of RSFAS • Approved and appointed by the Dean of CBE • Nominations to occur after consultation with the convenors, existing IAC members, and Alumni Relations & Philanthropy • Alternates must be approved by the Director of RSFAS, in consultation with the Fund Convenor • Tenure of three years; eligible for reappointment 	<ul style="list-style-type: none"> • By invitation from RSFAS Director of Education, on recommendation by the Course Convenor • Competitive selection • Students are enrolled for up to two semesters, with overlapping cohorts each comprising about 50% of total enrolment. • Students act as assistants in the initial semester, then progress to senior roles in the subsequent semester.

Table 1 (continued)

Attribute	Convenors	Investment Advisory Committee	Students
Main Responsibilities	<p>Fund Convenor</p> <ul style="list-style-type: none"> • Delegated responsibility for the investments of the SMF, and ensuring that the SMF is managed in accordance with policy, and any relevant laws and regulations • Implementation of approved investment decisions • Propose the <i>Charter and Governance Structure</i> • Propose investment policy, to be detailed in the Investment Policy Statement (IPS) • Interact with ANU internal and external parties • Pre-approve any public communication <p>Course Convenor</p> <ul style="list-style-type: none"> • Authorise investment recommendations to be considered by the IAC • Recommend students to receive invitations to enrol • Assign students to roles • Set agenda for SMF team meetings, in consultation with the CIO • Interact with ANU internal and external parties • Pre-approve any public communication 	<ul style="list-style-type: none"> • Consider investment recommendations proposed by the SMF student group; and provide constructive comments and advice with the aim of furthering learning • Assist with monitoring the portfolio against objectives and investment policy • Consider investment policy as proposed by the Fund Convenor • Endorse the SMF Annual Report • Attend IAC meetings where possible, either in person, by conference call, or through an appointed alternate • External IAC members to provide input into student evaluations • Assist with external engagement and promotion of the SMF • Guard, if not enhance, the University's reputation 	<ul style="list-style-type: none"> • Generate investment recommendations for consideration by the IAC • Develop and maintain the investment process and decision protocols (CIO holds responsibility) • Analyse portfolio for purpose of risk management, reporting and compliance monitoring (CRO holds responsibility) • Engage with external parties as appropriate, with prior approval from a convenor. Comment: Students are not acting as agents of the University. • Assist in devising strategy for implementing investment decisions • Attendance and involvement in SMF team meetings, including participating in peer review of research undertaken and proposed investment recommendations • Help develop the SMF and other enrolled students
Authorities and delegations	<p>Fund Convenor:</p> <ul style="list-style-type: none"> • Undertake investments as endorsed by the IAC, in accordance with investment delegations assigned by the University <p>Fund Convenor and Course Convenor:</p> <ul style="list-style-type: none"> • Make expenditures from the SMF operational budget, in accordance with financial delegations assigned by the Director of RSFAS 	<ul style="list-style-type: none"> • Endorse investment recommendations as proposed by the SMF student group • Endorse the Investment Policy Statement as proposed by the Fund Convenor 	<ul style="list-style-type: none"> • Nil applicable
Accountability	<ul style="list-style-type: none"> • Accountable to the Director of RSFAS 	<ul style="list-style-type: none"> • Student members of IAC (CIO, CRO) are accountable to the Fund Convenor with respect to their role as IAC members • External members are accountable to the Dean of CBE with respect to diligently performing their role as an IAC member as specified in the <i>Charter and Governance Structure</i> 	<ul style="list-style-type: none"> • All enrolled students are accountable to the Course Convenor • All students are accountable to the CIO, with the exception of the CRO • CRO is accountable to the Fund Convenor

5. Oversight of SMF Management

Listed below are the parties involved in overseeing the management of the SMF and the function that each fulfils. This list is supplementary to the governing rules outlined in Section 4.

(i) Vice-Chancellor

- approve the *Charter and Governance Structure*
- approve investment delegations

(ii) Dean of CBE

- approve and invite IAC members
- may terminate IAC memberships upon failure or inability to fulfil responsibilities
- provide advice on the *Charter and Governance Structure*

(iii) Director of RSFAS

- appoint the Fund Convenor
- appoint the Course Convenor, subject to approval by the RSFAS Director of Education
- nominate IAC members, for appointment by the Dean of CBE
- approve the IPS and the Annual Report, following endorsement by the IAC
- monitor the activities of the SMF for consistency with the *Charter and Governance Structure*
- provide advice on the *Charter and Governance Structure*
- set the operational budget for the SMF, and assign delegations to the Fund Convenor and the Course Convenor to make expenditures against that budget
- approve communications for public release

(iv) Director of Education, RSFAS

- approve the Course Convenor
- determine the use of distributions, subject to donor direction
- approve and invite students to be admitted to the SMF courses

(v) ANU Chief Financial Officer (CFO) and Director of Investment Office

- receives reports on the SMF portfolio holdings and compliance with the University's Socially Responsible Investment (SRI) policy; facilitated through SMF Quarterly Reviews and Annual Report (refer Section 9).
- kept informed of custodial arrangements for SMF investments
- provide advice on the *Charter and Governance Structure*

(vi) ANU Alumni Relations and Philanthropy office

- provide advice on IAC membership
- provide advice on use of distributions
- provide advice on the *Charter and Governance Structure*

(vii) ANU Corporate Governance and Risk Office and Legal Office

- provide advice on the *Charter and Governance Structure*

(viii) Board of Governors of Endowment for Excellence

- informed of the activities of the SMF via the Annual Report

Table 2 appearing in the Appendix provides a summary matrix of the main functions and roles, incorporating both the management groups and those providing oversight.

6. Investment Governance and Procedures

Figure 1 sets out the SMF governance structure as it pertains to the management of SMF investments. It shows the main units involved, their primary functions, the hard reporting lines (solid arrows) and the notable working relationships (dashed arrows). Figure 1 should be read in conjunction with Section 4 and Section 5.

Procedure for Making Changes to the SMF Portfolio

Changes to the SMF portfolio may be made under three conditions:

- (a) Following endorsement of an investment recommendation by the IAC, providing that the recommendation does not contravene a policy of the SMF or the University;
- (b) A portfolio change becomes necessary in order for the SMF to comply with policy;
- (c) In response to cash flows into, or out of, the fund, e.g. contributions, distributions.

Portfolio Changes During the Normal Course of Operations:

The SMF investment governance structure envisages the following procedure during the 'normal course of operations' under which investment recommendations are generated by the student group:

- *Investment research is undertaken by student investment teams.* Teams are given a specific mandate, e.g. identification of individual stock investments, asset allocation, or so on. The research occurs under instruction from the convenors.
- *A research report and investment recommendation is generated,* which is reviewed by members of the SMF student group and the convenors. The review process includes a presentation and discussion at an SMF team meeting comprising both the SMF student group and the convenors.
- *The CIO proposes investment recommendations to be considered by the IAC,* subject to Course Convenor approval. Recommendations must include a buy and sell side.
- *The IAC decides whether to endorse the investment recommendation,* or otherwise reject the recommendation or request additional work. Students may be invited to attend an IAC meeting to pitch their recommendation.
- *Endorsed investment recommendations are implemented through a broker by the Fund Convenor,* providing that the recommendation does not contravene policy. An *Implementation Team* comprising of students may be appointed to provide analysis on optimising execution.

Portfolio Changes in Other Circumstances

The following procedures govern changes to the SMF portfolio under other circumstances:

- *Contravention of policy* – If the portfolio comes into breach of any policy that governs its operations, including the SMF investment policy or any policy of the University, then the Fund Convenor must take action to address that breach as soon as practically feasible.
- *Cash flows* – The Fund Convenor may exercise discretion in making changes to the portfolio in response to either cash inflows, or the need to liquidate assets in order to satisfy distributions, subject to any direction in SMF *Investment Policy Statement* on how this discretion is exercised.
- *Exceptional circumstances that threaten long-term fund value* – If circumstances emerge where the long-term real value of the fund is placed at significant risk, the Fund Convenor may generate a recommendation for changes to the portfolio in order to protect the fund; and then present the recommendation to the IAC for consideration and potential endorsement. It is envisaged that this would occur only in exceptional circumstances, such as in response to significant developments that adversely impact on an SMF investment when the relevant students are unable to react in a timely manner (e.g. over the end-year break).

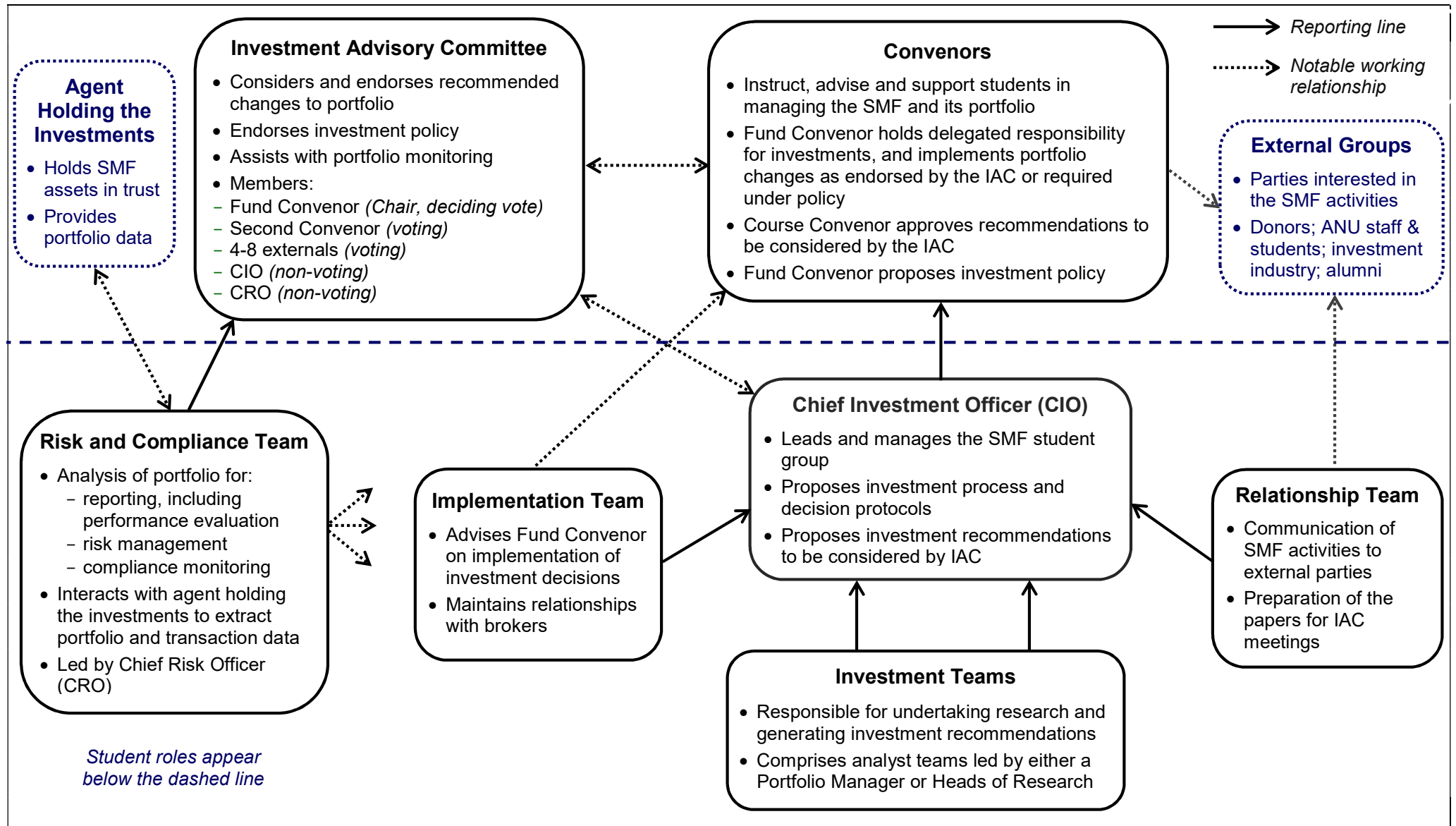
Review and Oversight of Investments

- The *Fund Convenor* holds responsibility for the investments of the SMF, and the delegated authority to make investments. They have the right of veto over any approved investment recommendations that are inconsistent with policy; and responsibility to make changes to the portfolio if it comes into breach of policy.
- The *IAC* assists with monitoring the portfolio for consistency with investment policy.
- The *Risk and Compliance Team* is responsible for analysis of the portfolio for the purpose of performance evaluation, risk management and compliance monitoring. The Risk and Compliance Team comprises of students. It is led by the CRO, who reports to the Fund Convenor and is a (non-voting) member of the IAC. This helps ensure that portfolio complies with policy, and that investment recommendations are only endorsed if they comply with policy.

Other

- *Investments are held in trust by an agent*, which could be either a custodian, a sponsoring broker or an equivalent entity such as an investment platform. The Risk and Compliance Team provides a point of contact with the agent that holds the investments for the purpose of extracting data in order to monitor, analyse and report on the portfolio and investment activity.
- A *Relationship Team* comprising of students may be appointed to facilitate reporting and the communication of investment and other activities of the SMF to external parties. The activities of the Relationship Team are subject to requirement that they receive prior approval for any engagement with external parties from a convenor; and that any public communication is subject to prior approval by a convenor and the Director of RSFAS, after consultation with the Director of Strategic Communications and Public Affairs.

Figure 1: SMF Investment Governance Structure



7. Risk

This section identifies the relevant risks to be taken into account in managing the SMF. For each risk, an outline is provided of its nature, significance, the tolerance for accepting the risk, and mitigating strategies that the SMF is expected to pursue.

(i) Investment risk

- *Nature* – Failure to generate sufficient returns to maintain the real value of funds invested over the long run. This may result from suffering a permanent loss in value from investments that is uncompensated by returns generated elsewhere in the portfolio.
- *Significance* – Medium. Whereas generating sufficient returns is necessary to support the real value of distributions over the long term, the consequence of not doing so would be that the amount available to support philanthropic activities is diminished rather than nullified.
- *Tolerance* – High. The fact that the SMF is established with learning as well as investment objectives increases the tolerance for investment losses incurred during the learning process. Further, acceptance of investment risk is required to generate the possibility of higher returns. A long-term horizon affords the opportunity to recover from transitory losses.
- *Mitigation* – Risk monitoring and controls to be incorporated into investment policy and the investment process. CRO is a member of the IAC to assist with risk monitoring.

(ii) Reputational risk

- *Nature* – SMF activities give rise to an adverse public opinion about ANU or CBE.
- *Significance* – High. It is paramount that ANU continues to be viewed as an organisation of the highest integrity.
- *Tolerance* – Low.
- *Mitigation* – IAC should consider reputational risk in endorsing investment recommendations. Convenors will oversee and monitor the activities of students, especially interactions with external parties, to help ensure that students do nothing that may threaten the reputation of either ANU or CBE. Director of RSFAS and both convenors required to pre-approve any public communications, after consultation with the Director of Strategic Communications and Public Affairs.

(iii) Personnel risk

- *Nature* – Investment performance, or the ability to successfully undertake operations, suffers due to the loss of key persons on which the SMF is relying.
- *Significance* – Medium. This risk manifests largely as a form of investment risk, although there may be some implications for reputation at the margin.
- *Tolerance* – High. This risk should be managed, rather than avoided.
- *Mitigation* – Reliance on single individuals should be limited where possible. Strategies include: the ongoing appointment of at least two convenors; SMF team involvement in the formulation of investment recommendations; and the use of two rolling and overlapping cohorts of students to provide adequate analytical support and continuity in decision making.

(iv) Liquidity risk

- *Nature* – The fund has insufficient liquidity at hand to meet promised distributions.
- *Significance* – Low. It is probable that the cash flow from investment income will cover the majority if not all of the distributions. If this does not prove to be the case, it is likely that the portfolio would contain more than ample listed assets that may be liquidated at short notice. The SMF benefits from permanent capital and is not subject to redemptions.

- *Tolerance* – High. In the very unlikely event that the SMF cannot find sufficient liquidity to immediately satisfy distributions, an appeal could be made to RSFAS or CBE to cover the shortfall on a temporary basis.
- *Mitigation* – The Risk and Compliance Team will be required to monitor liquidity, and plan for sufficient liquid assets to be available to meet distributions when they fall due.

(v) Counterparty risk

- *Nature* – Given that the SMF assets will be held in trust, counterparty risk relates to broker failure during the course of trade execution, or breach of duty.
- *Significance* – Low. Even if broker failure occurs, this may not be during trades, and is likely to involve a limited slice of the portfolio. There would also be various avenues for recourse.
- *Tolerance* – High. Any losses through counterparty risk would be an outlier with probably limited impact. This risk is not a major concern given the nature of the SMFs operations.
- *Mitigation* – Agents used by the SMF should be reputable and well-capitalised. Derivatives that are not exchange-traded should not be included on the list of authorised investments.

8. Distribution Policy

(i) Distribution Amount

The distributable amount will be based on the same annual distribution rate for the ANU general endowment funds at that time.

(ii) Use of Distributions

The use of distributions is determined by the RSFAS Director of Education, subject to any specific direction made by a donor to the fund at the time of donation. The use of distributions is to be decided after taking advice from the Alumni Relations and Philanthropy office, the Director of RSFAS, the convenors, the IAC, the SMF student group, and the donor where appropriate. Distributions must be used to fund philanthropic activities aimed at advancing learning for the students of the University, such as scholarships and academic prizes.

9. Reporting

The reports listed below are to be produced and distributed as outlined. Any public communication and additions to distribution lists must first be approved by both convenors and the Director of RSAFS, after consultation with the Director of Strategic Communications and Public Affairs.

(i) Annual Report

- *Frequency* – Yearly, distributed prior to 30th April following the end of the reporting year
- *Author* – Fund Convenor, with assistance of Relationship and Risk and Compliance Teams
- *Approval* – Director of RSFAS, subject to endorsement by the IAC, and after consultation with the ANU Alumni Relations and Philanthropy office.
- *External distribution*
 - CFO
 - Director of Investment Office
 - Dean of CBE
 - Board of Directors of Endowment for Excellence
 - SMF donors
 - Alumni Relations and Philanthropy
 - Other persons requesting to be on the distribution list, and approved by both the Fund Convenor and the Course Convenor

- *Required content*
 - Fund Convenor report
 - Course Convenor report
 - CIO report
 - Review of performance against objectives
 - Portfolio overview at year-end
 - Socially Responsible Investing: Final Report, incorporating a statement attesting to compliance with the University's Socially Responsible Investment policy, including identification of any deviations from the policy and plans to address those deviations
 - Full set of audited annual accounts
 - List of key activities undertaken during the year
 - Personnel involved and roles, including students and IAC members

(ii) Quarterly Review

- *Frequency* – Quarterly, after end of each quarter
- *Author* – Relationship Team, with assistance of Risk and Compliance Team
- *Approval* – Fund Convenor and Course Convenor
- *External distribution*
 - CFO
 - Director of Investment Office
 - Director of RSFAS
 - Dean of CBE
 - SMF donors
 - Alumni Relations and Philanthropy
 - Other persons requesting to be on the distribution list, and approved by both the Fund Convenor and the Course Convenor
- *Required content*
 - CIO commentary
 - Review of performance for the quarter
 - Portfolio overview at quarter-end
 - Portfolio changes made during the quarter
 - Socially Responsible Investing: Interim Report
 - Activities undertaken during the quarter, including: research reports produced, meetings held and main matters discussed, decisions made

(iii) Newsletter

- *Frequency* – Irregular, as required and appropriate
- *Author* – Relationship Team
- *Approval* – Fund Convenor and Course Convenor
- *External distribution*
 - Director of RSFAS
 - Dean of CBE
 - SMF donors
 - Alumni Relations and Philanthropy
 - Other persons requesting to be on the distribution list, and approved by both the Fund Convenor and the Course Convenor
- *Required content* – Free-form: whatever may be of interest to readers.

10. Investment Advisory Committee Meeting Procedures

The composition, governing rules and roles of the IAC were detailed in Section 4 and Section 5. The operating procedures with respect to the conduct of IAC meetings are set out below.

- (i) The IAC will meet as needed to consider matters requiring its approval or advice, subject to a minimum of three meetings per half year. Three meetings will be provisionally scheduled at the beginning of each semester by prior agreement with IAC members.
- (ii) The Fund Convenor will act as Chair, and is responsible for calling and arranging meetings, including deciding if an unscheduled meeting is required. The Fund Convenor may delegate these tasks to the other convenor acting as an IAC member, including Chairing of meetings in instances where the Fund Convenor is unable to attend.
- (iii) IAC members will be provided with an agenda and any required readings (such as investment reports) in ample time to allow them to give them due consideration prior to the meeting, subject to a minimum lead time of four business days.
- (iv) A quorum shall consist of at least five IAC members, including at least three external members or their alternates and one convenor.
- (v) The Chair may invite members of the SMF student group to attend, either to pitch an investment recommendation, take minutes, or observe the proceedings.
- (vi) If the IAC is unable to reach a clear consensus over a matter it is required to consider, the decision will be put to a vote. In this situation, a motion will be carried by a simple majority of IAC members holding full voting rights, which includes any external members or their alternates and the second convenor (as defined in Section 4). In the event of a tied vote, the Chair has the deciding vote.
- (vii) IAC members who cannot attend either in person or via their alternate may make their preferences known to the IAC via email to the Chair. The Chair must advise the meeting of these preferences, and take them into consideration in the event of a tied vote.
- (viii) Nominated and approved alternates attending in the stead of an external IAC member carry the full and complete delegation of the voting rights of that member.
- (ix) The Fund Convenor has the right of veto over decisions on the grounds that the investment is inconsistent with the *Charter and Governance Structure*, the *SMF Investment Policy Statement*, or the policies of the University. Otherwise the Fund Convenor must accept and implement the decision.
- (x) The Chair will arrange secretarial support for the IAC; and ensure that minutes are maintained and circulated. Records of meeting papers and minutes must be kept as required by University policies and procedures.
- (xi) At the beginning of each meeting, the Chair will ask IAC members to declare any material personal interests that would give rise to a conflict of interest as an IAC member, or with regard to the discussion or voting related to any matters on the agenda. In the event of a conflict of interest, the member must exclude themselves from any involvement in the related discussions and voting, which will be appropriately recorded in the minutes.

11. Review and Revisions

The Fund Convenor is responsible for ensuring that the *Charter and Governance Structure* is reviewed at least once every three years. Any revisions are to be proposed by the Fund Convenor in consultation with the Director of RSFAS and the Course Convenor. Advice should be taken from appropriate staff within Administration and Planning before the revisions are presented to the Vice-Chancellor for approval and ratification.

Prepared by: Geoff Warren, SMF Fund Convenor, 19th May, 2017
Approved by Vice-Chancellor via memo dated 30th May, 2017

APPENDIX

Table 2: Matrix of Key Functions and Roles for the ANU Student Managed Fund

	Oversight					Management				Funding
	Vice-Chancellor	Administration and Planning ##	Dean of CBE	Director of RSFAS	Director of Education, RSFAS	Fund Convenor	Course Convenor	Investment Advisory Committee	Enrolled Students	Donors
Governing Policy										
Charter & Governance	Approves	Advises	Advises	Advises	Advises	Proposes	Advises	Informed	Informed	Informed
Investment Delegations	Assigns	Advises				Holder				
Investment Policy		Informed	Informed	Approves		Proposes	Advises	Endorses	Informed	Informed
Convenor Appointment				Responsible	Approves					
IAC External Member Appointment		Advises	Approves and Invites	Proposes	Informed	Advises	Advises	Advises	Informed	Informed
Investments										
Portfolio Structure		Informed	Informed	Monitors		Responsible	Advises	Monitors	Monitors (CRO)	Informed
Changes to Portfolio						Responsible	Advises	Endorses	Proposes	Informed
Investment Process						Approves	Advises	Informed	Proposes (CIO)	Informed
Distributions										
Amount **		Advises		Informed	Informed	Informed	Informed	Informed	Informed	Informed
Use		Advises		Advises	Responsible	Advises	Advises	Advises	Advises	Option to direct
Students Enrolled										
Admission					Approves and Invites	Advises	Proposes			
Role Assignment					Informed	Advises	Responsible			
Evaluation					Informed	Advises	Responsible	Advises	Advises	

Various representatives of Administration and Planning monitor or provide advice on certain functions, including: the CFO; Director of The Investment Office; and the offices of Corporate Governance and Risk, Legal, and Alumni Relations and Philanthropy (see Section 5). These points of contact are detailed elsewhere, and consolidated here for presentation purposes.

** Distributions will be made at the rate applying to general endowment account.