

INVESTMENT COMMITTEE

(Board of Trustees Meeting, January 30, 1977)

At a previous meeting of the Board of Trustees, a request had been made that an investment committee be established to work with the President of the College and the Treasurer of the College in making decisions with regard to the purchase and sale of securities belonging to the College, the decisions to be consistent with broad policies established by the Board of Trustees.

After discussion of the question, the Board of Trustees acted to establish an Investment Committee consisting of the Chairman of the Board of Trustees, the President of the College, two members of the Board of Trustees appointed by the Chairman of the Board of Trustees, and the Treasurer of the College.

It was agreed that decisions of the College with regard to the purchase or sale of securities belonging to the College will be the responsibility of this committee. Actions by the President and the Treasurer in the purchase and sale of securities will be based on decisions of this group, with the additional provision that the Investment Committee will report its decisions concerning the buying and selling of securities to the Executive Committee of the Board of Trustees and will have the concurrence of the Executive Committee of the Board of Trustees before these decisions are finalized. It was provided that this consultation with the members of the Executive Committee could be by telephone.

It was also agreed that some investment actions of a routine nature could be taken by the President and the Treasurer of the College on their own responsibility. These actions might include placing monies available to the College into interest-earning accounts in order to be certain that monies available to the College earned interest from the date of receipt.

Continuing, provision was made that periodic reports with regard to the purchase and sale of securities be presented to the full membership of the Board.

It was also agreed that the following guidelines would be adhered to by the Investment Committee in carrying out its responsibilities under this proposal:

1. The Investment Committee will determine the manner in which it wishes to have the College's securities purchased and sold.
2. The Investment Committee will determine the best means for the retention and servicing of those securities held by the College.
3. The Investment Committee will determine if it wishes to retain the services of an investment adviser, and investment advisory service, or brokerage house.
4. Securities transactions will not be made through or with a brokerage firm with which a member of the Investment Committee has a financial interest, and care will be taken by the Committee to avoid any other possible conflict of interest situations.
5. The Chairman of the Board of Trustees will serve as the Chairman of the Investment Committee.

6. The Investment Committee will maintain a written, permanent record of its investment decisions with regard to the purchase or sale of securities, and the Treasurer of the College will serve as the secretary and recorder for this purpose.

Finally, notice was taken by the Board of Trustees that this Investment Committee was being established for the purposes and in the manner indicated above, but that it was not to be regarded as a special committee under the By-Laws of the Board of Trustees. Were this to be the case, the decisions of this committee would first have to be confirmed by the full membership of the Board of Trustees before actions could be taken, and this was considered to be impractical with regard to the sale and purchase of securities because of the importance of timeliness in such sales and purchases.

COLLEGE OF THE VIRGIN ISLANDS

INVESTMENT COMMITTEE

Introduction

At a previous meeting of the Board of Trustees, a request was made that an Investment Committee be established to work with the President of the College and with the Treasurer of the College in making decisions with regard to the purchase and sale of securities belonging to the College. The statements which follow are in response to this request.

Establishment of an Investment Committee

The establishment of an Investment Committee is proposed consisting of the Chairman of the Board of Trustees, the President of the College, two members of the Board of Trustees appointed by the Chairman of the Board of Trustees, and the Treasurer of the College.

Scope of Responsibility

Decisions of the College with regard to the purchase or sale of securities belonging to the College will be the responsibility of this committee. Actions by the President and the Treasurer in the purchase and sale of securities will be based on the decisions of this group. Periodic reports with regard to the purchase and sale of securities will be presented to the full membership of the Board.

Guidelines To Be Followed

The following guidelines are to be adhered to by the Investment Committee in carrying out its responsibilities under this proposal:

- 1) The Investment Committee will determine the manner in which it wishes to have the College's securities purchased and sold.
- 2) The Investment Committee will determine the best means for the retention and servicing of those securities held by the College.
- 3) The Investment Committee will determine if it wishes to retain the services of an investment adviser, an investment advisory service, or brokerage house.
- 4) Securities transactions will not be made through or with a brokerage firm with which a member of the Investment Committee has a financial interest, and care will be taken by the Committee to avoid any other possible conflict of interest situation.
- 5) The Chairman of the Board of Trustees will serve as the Chairman of the Investment Committee.
- 6) The Investment Committee will maintain a written, permanent record of its investment decisions with regard to the purchase or sale of securities, and the Treasurer of the College will serve as the secretary and recorder for this purpose.