

TRANSACTION PATHWAY

Investment Committee Meeting Preparation Pathway

OCTOBER 2023



We've spent a lot of time preparing for Investment Committee Meetings, and we're often asked how to make it more efficient. We've created this pathway to give you a standard process for each meeting. You can customise the various Stages and Tasks and then set this as your standard My Template to make sure you follow the same process for each investment committee meeting.

Some of our clients create a separate process for each type of investment while others simply use different Stages to deal with different classes of investments.

You can even set up the tasks on a recurring basis so that once you have the calendar for the year, you can set up each Task with the relevant repeating process and Phundex will automatically send out reminders to your team to produce reports and prepare the various submissions required for the investment committee meeting.

You may also save the final papers as "Published View" and invite the investment committee as members of the Team to view those papers for the meeting.

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
Plan Investment Committee Meeting Dates	<ul style="list-style-type: none"> ➤ Set Investment Committee Meeting Dates for the year ➤ Set topic coverage for the year 		
Investment Committee Meeting Agenda	<ul style="list-style-type: none"> ➤ Agree Agenda with Chairman ➤ Create Investment Committee Meeting Agenda 	<ul style="list-style-type: none"> ➤ Investment Committee Meeting Agenda Form ➤ Investment Committee Meeting Agenda Document 	<ul style="list-style-type: none"> ➤ Investment Committee Meeting Agenda Document
Investment Committee Pack Preparation	<ul style="list-style-type: none"> ➤ Set timetable for preparation of Investment Committee Pack ➤ Agree circulation date for Investment Committee Pack ➤ Checklist of items to include in Investment Committee packs ➤ Create 2-page summary template ➤ Request documents/updates required ➤ Review and confirm updates ➤ Compile Investment Committee Pack 	<ul style="list-style-type: none"> ➤ Investment Committee Pack checklist form ➤ Investment Committee Summary Template 	<ul style="list-style-type: none"> ➤ Investment Committee Investment Summary

STAGE	TASKS	TASK FORMS	TASK DOCUMENTS
	<ul style="list-style-type: none"> ➤ Investment Committee Meeting Minutes-prepare draft minutes ➤ Circulate Investment Committee Pack in advance of the meeting 	<ul style="list-style-type: none"> ➤ Draft Minutes for Meeting 	<ul style="list-style-type: none"> ➤ Investment Committee Meeting Minutes Template
Investment Committee Meeting	<ul style="list-style-type: none"> ➤ Appoint Minute Taker ➤ Track action points ➤ Investment Committee Meeting Minutes-prepare draft minutes 	<ul style="list-style-type: none"> ➤ Action Point Tracker Document ➤ Investment Committee Meeting Minutes Template 	<ul style="list-style-type: none"> ➤ Action Point Tracker template ➤ Investment Committee Meeting Minutes Template
Post Meeting Follow up	<ul style="list-style-type: none"> ➤ Circulate Draft Investment Committee Minutes for Review ➤ Add draft Minutes to Agenda for approval at next Investment Committee Meeting ➤ Circulate Action points ➤ Track action points ➤ Investment Committee Meeting Minutes – Final 		

Investment Committee pack checklist form

1. Investment Committee Meeting Agenda
2. Items of important Investment Committee correspondence.
3. Supporting information related to decisions being made during the meeting.
4. Current Investment Committee calendar of topics