

Cornerstone Classical Academy, Inc.
Audit and Financial Oversight Committee
Investments Function – Job Description/Responsibilities

The Audit and Financial Oversight Committee's ("Committee") roles include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. An effective committee fully engages in cooperation with the internal/external staff, administrative leader, senior administrative staff, and the Board.

The Investments function ("Function") includes the following:

- Draft an investment policy detailing the objectives of the investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc
- Ensure provisions of the policy are followed
- Review the policy at least annually and update if necessary
- Hire and evaluate the investment managers/advisors

Even if an organization does not have enough cash to support an investment portfolio, it should manage its cash to optimize earned revenue. If an organization has excess operating cash, the finance committee, with the staff administrative leader's input, may consider drafting guidelines for putting the excess cash in low-risk, short-term vehicles. These should be designed to maximize earned revenue from existing cash without interfering with operating cash flow needs, i.e., purchasing short-term CDs with staggered maturity dates, or establishing a sweep account arrangement wherein excess cash is swept into a higher-yield vehicle each night.

The Function should be considered financially literate and must:

- Understand financial statements
- Understand Investments & Portfolio Management
- Understand various types of market and investment risk (liquidity, concentration, reinvestment, horizon, volatility, credit/default, systematic, purchasing power, interest rate, tax, etc)
- Possess at least 5 years relevant experience (preferred)
- Possess a relevant Bachelors (Minimum), Masters is plus