

Finance Advisory Committee

Terms of Reference

(Updated on 20 April 2022)

1. Line of Responsibility

The Finance Advisory Committee (hereafter the “Committee”) is formed under the governance of the Hong Kong Breast Cancer Foundation Limited (“HKBCF”), and shall be responsible to the Management Committee of the HKBCF.

2. Objectives

To advise and to make recommendations to the Management Committee on matters and procedures relating to finance and investment of the accumulative reserve of HKBCF which may include, but not limited to the followings :

- 2.1. Establish, review finance and investment policies from time to time and report to the Management Committee of the HKBCF as required.
- 2.2. Propose finance and investment strategies that serve the objectives and requirements of the Foundation.
- 2.3. Ensure that there are proper and effective guidelines and internal procedures to manage finance and investments.
- 2.4. Regular reviews of the investment performance.
- 2.5. Monitor the investment environment and make recommendations to the management committee as appropriate.
- 2.6. Implement finance and investment policies as required by the Management Committee.

3. Composition

- 3.1. The Committee shall consist of not less than five members. Professionals and experts in the field who can make special contribution may be co-opted by the Committee. (Attachment 1)
- 3.2. The Committee shall be chaired by the Chairperson appointed by the Management Committee of the HKBCF, or in his/her absence, one member of the Committee appointed at the meeting shall preside.
- 3.3. The Chief Executive Officer shall be in attendance. Other relevant staff member(s) of the HKBCF as recommended by the Chief Executive Officer may be invited to attend, after consultation with the Chairperson of the Committee.
- 3.4. The Secretary of the Committee shall be the Head of Finance.

4. Meeting

The Chairperson may at his/her discretion convene meetings of the Committee at any time as deemed necessary.

5. Agenda

An agenda shall be prepared by the Secretary of the Committee and forwarded together with any other discussion materials to the members one week before the meeting.

6. Quorum

Three members of the Committee present at the meeting shall form a quorum of meeting.

7. Terms of Office

Term of office of members is two years subject to review and re-invitation by the Management Committee. For those appointed in the middle of the two-year term, the membership shall be completed in line with other existing members.

8. Minutes of Meetings

The Secretary of the Committee shall prepare minutes of all meetings and distribute to the members of the Committee no later than 3 weeks after the meeting.

The Secretary of the Committee shall keep minutes and notes of all meetings, record of decisions, actions and recommendations discussed at the meeting.

9. Administrative Expenses

Such expenses as may be necessary for the administration of the Committee shall be the responsibility of the HKBCF.

10. Review of Terms of Reference

The terms of reference shall be reviewed as deemed necessary or at least once annually by the Committee. Any modifications to the terms of reference must be tabled to the Management Committee for approval.