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Governance	Management and Investment of Reserve Fund	1
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		2008-07-07

Purpose To establish a clear policy for how Reserve Funds shall be invested, to ensure they are safe and properly managed, and available when needed by the Executive Council.

Policy **Definition** The Association of Canadian Ergonomists (ACE) maintains a Reserve Fund that represents financial assets above and beyond annual expense outputs for any given year. The money in this fund is held in investments. These investments represent the property of ACE members, and ACE National Council is effectively the trustee.

The National Council of ACE commits to achieving the maximum possible return on these funds, while at the same time ensuring that they are not placed in jeopardy of a potential negative return.

The other objective of this policy is to ensure that assets in this Reserve Fund are available if and when they need to be utilized.

Procedure By the end of January every year, the Treasurer of ACE and the Executive Director of ACE shall:

- 1) draw up a budget for the year, which will include identification of any potential draws on the ACE Reserve Fund, for that year.
- 2) Review the performance of the investments in the Reserve Fund from the year ending.
- 3) Present investment options and recommendations to the National Council for approval for that budget year
- 4) Place the amount of money expected to be withdrawn from the ACE Reserve Fund into an investment vehicle that is completely liquid, and guarantees a positive rate of return, and;
- 5) Place any amount of money not required from the Reserve Fund within that budget year into an investment vehicle that may be "locked in" for a period of no more than one year. Any "locked-in" investment will only be considered if it presents the opportunity to earn a higher rate of return over the investment option presented in Step #4 above and if it guarantees a positive rate of return.

DATE POLICY APPROVED	REVIEW DATE	COMMITTEE RESPONSIBLE
2008-07-07		National Council