



1.1 Purpose

The Finance, Investment and Property Board (“the FIPB”) assists and advises the Synod Standing Committee (SSC) in fulfilling its financial responsibilities to exercise due care, diligence and skill in:

- (a) performing functions of the Synod Property Board under Regulation 4.2.1
- (b) exercising oversight of activities conducted under Regulation 3.7.4.6
- (c) perform such other functions delegated by Synod.

1.2 Scope

The FIPB assists the SSC in the oversight of Synod’s¹ activities in accordance with the responsibilities of this Charter. Property includes both real and personal property.

1.3 Responsibilities

The FIPB performs an advisory role and acts with delegated authority of the SSC as detailed in this Charter in carrying out its functions, authorities and powers.

In performing the functions of the Synod Property Board under Regulation 4.2.1 and the oversight of the activities conducted under Regulation 3.7.4.6, the FIPB has responsibility for:

- (a) Synod property policies including:
 - advising Synod under Regulation 4.2.1(a) including communicating Synod property policies to all bodies
 - supervising compliance with Synod property policies under Regulation 4.2.1(b) and (f)
 - liaising with bodies regarding Synod property policies and their requirements
 - proactively providing advice and support to bodies on the requirements of Synod property policies
 - establishing reporting processes for bodies for compliance with Synod property policies.
- (b) property matters including:
 - advising and consulting with bodies under Regulation 4.2.1(c)
 - approving property proposals and transactions under Regulations 4.2.1(d), 4.6.1(c) and 4.6.3, including requesting further information from relevant bodies
 - initiating property proposals under Regulation 4.2.1(e)
 - performing other duties and functions delegated by Synod under Regulation 4.2.1(h)
 - overseeing maintenance of the following registers:
 - Regulation 4.11.6 register of properties; and
 - register of FIPB delegations.
- (c) in making final decision on property proposals and property matters under Regulations 4.2.1(d), 4.6.1(c) and 4.6.3:
 - Synod property proposal policies are communicated to all bodies
 - property proposal approval processes are established, including requirements as to format and content of property proposals and accompanying business cases
 - all property proposals submitted to it by, or on behalf of, any relevant body are received and promptly considered

¹ The definition of Synod incorporates all entities, agencies and institutions of The Uniting Church in Australia Property Trust (Q.) and entities where the Queensland Synod of the Uniting Church (the church) provides membership of governance bodies.



- where the FIPB has made a final decision to approve a property proposal, a binding property direction is promptly given to the Property Trust.
- (d) exercising oversight of
- treasury and investment functions undertaken by the Synod office, including Uniting Church Investment Service
 - other duties and functions delegated by Synod under Regulation 4.2.1(h)
 - the operations of the UC Foundation Board.

In carrying out its responsibilities, the FIPB has the power to:

- (a) fulfil Regulation 4.2.1 functions
- (b) make final decisions on property proposals under Regulation 4.2.1.

For the purpose of its role, the FIPB advises Synod on property policies, including the Synod:

- (a) property proposal policy
- (b) property delegations policy
- (c) treasury policies
- (d) document executions policy
- (e) asset management policy.

Where the FIPB determines non-compliance with, or disagreement between, the FIPB and any relevant body or delegate on property policies, the FIPB may attempt to rectify the non-compliance, resolve the disagreement or refer the matter to the SSC for determination.

1.4 Accountability

Each member of the FIPB is entitled to rely on Synod office management on matters within their responsibility, and on external professionals on matters within their areas of expertise, and may assume the accuracy of information provided by such persons, so long as they are not aware of any reasonable grounds upon which to question its accuracy.

1.5 Composition and term

The FIPB is a board of the SSC and in accordance with Regulations 3.1.5(k)(ii) and 4.2.3 consists of up to 10 members being:

- (a) a chairperson
- (b) up to 7 other members
- (c) the General Secretary as an ex-officio member
- (d) the Synod Property Officer as an ex-officio member.

Synod in Session shall elect the FIPB chairperson. The SSC appoints the 7 members noted in (b) above to the FIPB.

Members noted in (a) and (b) above are entitled to remuneration, the quantum and components of which are recommended by the Remuneration and Nomination Committee and approved by the SSC.

Members noted in (a) and (b) above must have gifts, skills or experience in one or more of the following competencies:

- (a) appreciation of, and commitment to, the mission of the church;



- (b) expertise and experience in:
 - (i) financial management
 - (ii) real property management
 - (iii) treasury/funds management
 - (iv) risk.

Appointment to the FIPB is for a 3 year term or as determined by the SSC. The maximum continuous time a person can serve as a member is 9 years, unless that person has served 1 or more terms as chairperson, in which case the maximum continuous time is 12 years.

A member of the Synod office will be the secretary of the FIPB.

1.6 Meetings

The FIPB meets a minimum of 6 times per calendar year. The chairperson convenes meetings at other times when necessary to carry out the role of the FIPB. Any member may request the FIPB chairperson to convene a meeting.

The notice and agenda of meetings includes supporting papers. The agenda for meetings is determined by the FIPB chairperson in consultation with the FIPB secretary and others directed by the FIPB chairperson.

General governance protocols, including those relating to quorums and electronic decision making, are outlined within the Synod by-laws.

In the absence of the FIPB chairperson or appointed delegate, the members will elect one of their number as chairperson of that meeting.

The FIPB may invite other people including any employee of the Synod to attend all or part of its meeting.

Any person with a material personal interest in a matter being considered at a meeting must not be present for consideration of that matter.

Decisions of the FIPB may be made at a duly called and constituted meeting or otherwise agreed by all FIPB members. Where approvals are granted outside a meeting of the FIPB, a report is to be provided to the next meeting of the FIPB.

1.7 Minutes

The FIPB secretary prepares minutes for each FIPB meeting.

The draft minutes of each FIPB meeting are reviewed by the FIPB chairperson and circulated to all FIPB members by the FIPB secretary as soon as practicable after each meeting.

A copy of the FIPB minutes, once they have been approved by the FIPB, are signed by the FIPB chairperson.

1.8 Access to Information

The FIPB has the authority to seek any information it lawfully requires from any employee of the Synod and all employees must comply with such requests.



The FIPB has the right to direct contact with management and with external auditors. The FIPB shall hold a separate private meeting at least annually with each of the General Secretary and Property Officer.

Professional advisers may be appointed at the Synod's expense to assist the FIPB in evaluating specific issues or risks and mitigating strategies to meet the FIPB's purpose and discharge its responsibilities. In engaging such advisors, the FIPB must consider the reasonableness of the expense and budget availability.

1.9 Reporting to the Synod Standing Committee

The FIPB chairperson reports to the SSC on the activities and considerations of FIPB during the period since the last report at a frequency to be determined by the SSC.

1.10 Performance Review

The FIPB performs an annual self-evaluation of its performance to determine whether it is functioning effectively and meeting the requirements of its Charter and submits the results to the SSC.

1.11 Review of charter

The FIPB reviews its charter annually to provide assurance it remains consistent with the SSC's objectives and responsibilities.

The SSC approves or further reviews the charter.