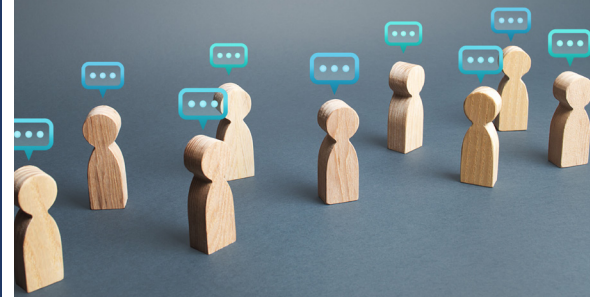


HEALTHY INVESTMENT DIALOGUE CHECKLIST



RECONFIRM YOUR ALIGNMENT

- Uncover enterprise-level influences that may affect your asset allocation; ask yourself and key decision-makers.
 - Has there been any change in how the portfolio supports the school’s strategic plan?
 - Is the current asset allocation aligned with the risk profile of the school?
 - Are there any material cash in/outflows (beyond the spending rate) projected within the next 24 months?
- Ensure findings are communicated with the appropriate Committee(s).

REVISIT YOUR INVESTMENT POLICY STATEMENT (IPS)

- Check your IPS since it serves as a guide that can offer an objective course of action to be followed during periods of market disruption.
- Ask for several stakeholders to review the IPS to identify potential areas of “tension” as a result of the current market disruption.

COMMUNICATE OFTEN

- Identify key stakeholders, such as:
 - Board
 - Investment / Finance committee(s)
 - Key donors
 - Faculty
- Consider the best communication method and frequency to communicate and obtain feedback from each group.
- Start executing your plan.

For help juggling multiple constituencies, leverage the Key Stakeholders Communication Plan:

ROLE	RESPONSIBILITY	COMMUNICATION METHODS	COMMUNICATION FREQUENCY	FEEDBACK METHOD
Stakeholder Group #1	What is this person's responsibility?	What communication method works best for them?	What frequency is appropriate?	How can I capture their feedback?
Stakeholder Group #2	“	“	“	“

SHARE EDUCATION

- Share timely financial and economic information, as well as key government updates with key stakeholders to provide confidence in your oversight.
- Support educational material with information on investing and governance, best practices.
- Convey information in a clear and concise manner.
- Identify your best ways to deliver educational material (e.g., email, newsletters, shared drives, etc.).

ASK FOR SUPPORT

- Determine areas where your school would benefit from additional expertise.
- Identify members of your support network (e.g., peers, NBOA, outside professionals).
- Outline how a third-party could offer more insight on relevant topics (e.g., liquidity assessment, stress testing, donor engagement, etc.).

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