

OCHC Portfolio Management Committee Terms of Reference

Role/Delegation of Authority	The Board of Directors delegates authority to the Portfolio Management Committee to advise the Board on matters relating to oversight and guidance on the strategic management and development of the OCH housing portfolio.
Responsibilities	The Committee will support the Board of Directors as it implements the overall management strategy for the OCH housing portfolio. It will oversee and provide guidance on the: <ol style="list-style-type: none"> 1. Portfolio management risks and mitigation strategies 2. Strategic portfolio management and development goals and direction 3. Portfolio management accountability, performance, and reporting
Membership and Voting	The Corporate Performance Committee consists of six (6) to eight (8) members. Members are appointed by the Board for an initial term of one (1) year with the option of additional appointments of two (2) or (3) year terms. All members of the Committee are voting members.
Chair	The Committee Chair will be a member of the Board appointed by the Board of Directors. In the planned absence of the Committee Chair at a meeting, the Chair will delegate a committee member to act as Chair. If the Chair has not delegated an acting Chair, the members present at a meeting shall select one of the members present to act as chair.
Frequency of Meetings	Meetings will take place in advance of Board meetings, and as required by the Committee Chair.
Quorum	Quorum is a simple majority (50%+1) of the total members of the Committee.
Resources	Staff support will be provided by senior staff as directed by the Chief Executive Officer. The Committee may also seek help from external subject matter experts as necessary.
Reporting	The Committee will report to the Board of Directors with specific reports developed for Board approval where appropriate.
Last Review Date	January 2022