

## **Socially Responsible Investments Committee Summary of Anticipated Committee Member Responsibilities & Estimated Time Commitment**

On December 17, 2014, Portland City Council passed a resolution creating the Socially Responsible Investments Committee charged with making recommendations to Council about companies the City should include on, or remove from, its Corporate Securities Do-Not-Buy List. The resolution includes additional information about the committee's charge.

The committee will include seven volunteer members who are reflective of the diversity of the Portland community. Each City Commissioner will nominate one committee member and the Mayor will nominate the remaining three; all will be confirmed by Council vote. The committee must include individuals with expertise in:

- Environmental and conversation issues
- Labor practices
- Corporate ethics and governance
- Corporate taxation
- Public health and safety
- Business

Committee member responsibilities include:

- Considering all elements of the charge outlined in the resolution, including:
  - Forward a recommendation once per calendar year by October 1
  - Use research reports purchased by the City from a firm specializing in socially responsible investing
  - Consider and balance a company's practices as a whole, including the seriousness of concerns about any business practice and whether the company's practices involve more than one of the social and values principles established by City Council
- Working with staff to identify a schedule for committee meetings
- Preparing for and attending committee meetings
- Providing feedback to staff in a timely manner if additional information is needed to support the committee members in formulating recommendations

The time commitment for each committee member will depend on the work plan and schedule established by the committee. Preliminarily, a rough estimate of time commitment may include:

- Initially, the committee may meet monthly for two to three hour meetings to review its charge and essential knowledge; once the group is established, it may move to quarterly meetings or another schedule
- Two to three hours of preparation before each committee meeting
- Communication with staff and other committee members, research, and/or work on draft documents
- Presentation to City Council and/or meetings with individual City Commissioners about annual recommendations
- Other tasks identified by the committee

This is an estimate only. The committee may decide to meet more or less frequently, an individual committee member may dedicate more or less time to the project, and the committee itself will establish additional tasks for committee members.

The Business Operations Division of the City's Office of Management and Finance will provide administrative support and facilitation for the committee. For questions please contact Janet Storm at (503) 823-6952.