



Appendix: Description of Roles

Portfolio Manager

Portfolio Managers (PMs) are responsible for making investment decisions on behalf of the investment fund while reporting on performance and attribution to the Investment Advisory Committee (the “IAC”). PMs must ensure the fund’s investments comply with the Investment Policy Statement (“IPS”). The Portfolio Managers report directly to both the IAC and the Program Director. PMs are responsible for the generation and vetting of investment ideas, research, presentations and fund management. While individual PMs may take responsibility for a particular function (e.g. performance attribution), PMs must collaborate and reach consensus on investment decisions recommended for inclusion in the fund. PMs are also expected to complete ad hoc requests from the IAC and the Program Director. PMs prepare external reports based on the UVic Student Investment Fund Guidelines on Reporting. They must also comply with the UVic Student Investment Fund Statement of Ethics and Conflict of Interest Policy and related UVic policies. Upon completion of their term, the PMs must prepare an Annual Report. PMs are ambassadors for the program, including attending information sessions, public functions and industry events. All PMs are expected to attend all meetings and seminars, subject to any reasonable conflicts.

ESG Analyst

ESG Analysts are responsible for incorporating environmental, social and governance (ESG) factors into APMP’s investment decisions across asset classes. The ESG analyst is responsible for maintaining and enhancing APMP’s ESG investment framework, outlined in the APMP 2019 Annual Report (p.13-15). They must become familiar with the SASB Materiality map, the UN’s Principles of Responsible Investment (PRI), the UN’s Sustainable Development Goals (SDGs), and the University of Victoria’s Responsible Investment Policy. A key initiative will be evaluating the carbon footprint of the portfolio’s investments and bringing it in line with UVic’s decarbonization objectives. ESG analysis is a part of screening for new investments and valuation. Reporting to the PMs, the ESG analyst will contribute to market updates, company reports and investment pitches at IAC meetings.

Equity Analyst

UVic Applied Portfolio Management Program (APMP) Equity Analysts are responsible for monitoring and reporting on the existing Canadian and US equity holdings. They would also be involved in screening for new investments and building valuation models under the supervision of the PMs. These students are expected to excel in the analysis of financial statements, the calculation and interpretation of financial ratios, relative valuation based on the market multiples of comparable companies and intrinsic valuation using discounted cash flow (DCF) models. The equity analysts will contribute to equity market updates, company reports and new stock pitches for IAC meetings.

Fixed Income Analyst

Fixed Income Analyst are responsible for monitoring and reporting on the existing Canadian and US fixed income holdings. They would also be involved in the analysis of different bond ETFs, credit analysis for the individual company holdings in the equity portfolio, and research on fixed income markets in Canada and the USA. These students are expected to excel in bond valuation, credit analysis and credit ratings, and modelling the yield curve. The fixed analysts will contribute to bond market updates, and the forecast and impact of monetary policy for presentation at IAC meetings. They would assist with performance attribution for the fixed income portfolio.

Economist

The Economist is responsible for monitoring and reporting on the macroeconomic outlook for Canada and the United States. They would be responsible for collecting and summarizing public and private sector economic forecasts, reporting on monetary and fiscal policy, and interpreting the latest statistical releases. The focus would be on assisting both the equity and fixed income analysts in their roles, such as providing forecasts for GDP, inflation, interest rates, foreign exchange rates, oil and other key inputs to valuation models. They would be responsible for the economic forecast at IAC meetings. They would also assist with the macroeconomic input to asset allocation and decisions to over/under-weight different industries.

Risk Manager

Managing risk is integral to APMP's fiduciary role in managing its clients' funds. The risk manager will be responsible for evaluating, monitoring, and communicating the risks with APMP's portfolio. This role has three main functions:

- 1) ensuring compliance with the Investment Policy Statement (IPS)
- 2) monitoring specified risk metrics for the portfolio
- 3) assisting the PMs with performance attribution

The PMs, Program Manager, and IAC members will define key risk metrics to manage concentration risk, credit risk, liquidity risk and market risk. The risk managers would be responsible for tracking and reporting on these metrics at IAC meetings.