



## EXECUTIVE COMMITTEE CHARTER

### Purpose

The purpose of the Executive Committee (the “Committee”) is to assist the Board of Governors (the “Board”) of CFA Institute in the orderly and fair governance of CFA Institute by, among other things, acting on behalf of the Board within the scope of the Committee’s authority and overseeing the functions, operations and activities of the Board and its committees.

### Membership

The Committee shall be composed of:

- the Board’s Chair, Vice Chair and Past Chair;
- the Chairs of the Audit and Risk Committee, Compensation Committee, and Nominating Committee;
- the President and Chief Executive Officer (the “CEO”) of CFA Institute; and
- such other persons as determined by the Board from time to time.

The Chair of the Board shall serve as the Committee’s Chair (the “Chair”).

### Meetings

The Chair shall preside at meetings of the Committee and shall set the agenda.

The Committee shall meet as often as deemed necessary or appropriate, in its judgment, to discharge its duties and responsibilities. Meetings of the Committee may be held in-person and/or via telephonic or electronic conference, and at such times and places as the Committee determines. A majority of the members shall constitute a quorum. If a quorum is present, a majority of the members present shall decide any matter brought before the Committee. The Chair may call a meeting of the Committee upon due notice to all other members at least 48 hours prior to the meeting. Notice by electronic mail shall be sufficient notice. The Committee may also act by written consent signed by all of its members.

The Committee, through its Chair, may request that any officer of CFA Institute attend a meeting of the Committee or for such person to meet with the Committee or any advisers to the Committee.

## Communications from Chief Legal Officer

The Chief Legal Officer (the “CLO”) shall have access to the Committee (and, as the CLO deems necessary or appropriate, to only those members of the Committee who are independent according to the applicable rules or standards of CFA Institute relating to Governor independence (the “Independence Standards”) for the purpose of communicating with and advising the Board (and, as the CLO deems necessary or appropriate, only those members of the Board meeting the Independence Standards) regarding legal, compliance, governance and other matters within the purview and authority of the Board.

## Duties and Responsibilities of the Committee

In addition to carrying out any other responsibilities delegated to the Committee by the Board, the Committee shall:

- Act on behalf of the Board between Board meetings, pursuant to the CFA Institute Bylaws and subject to policies established by the Board;
- Act on behalf of the Board for the purpose of responding to urgent situations, pursuant to the CFA Institute Bylaws and subject to policies established by the Board;
- Have the CLO report directly to the Committee through the Committee Chair and to the President and CEO of CFA Institute;
- Meet prior to each Board meeting to discuss the agenda for such Board meeting and any other related matters as the Committee deems necessary or appropriate;
- Review information and take appropriate action with respect to Board practices, including but not limited to training, orientation, operations and effectiveness;
- Provide guidance to and oversight of the other committees of the Board with respect to such committees’ respective purposes, goals, functions, duties and responsibilities;
- Evaluate, on an annual basis, the performance of the Board and the other committees of the Board based on Board and committee evaluation materials, and prepare and report to the Board the results of such annual performance evaluations;
- Determine whether a Governor is independent each year after reviewing relevant facts and circumstances.
- Oversee CFA Institute’s corporate governance practices and procedures, including identifying best practices and reviewing and recommending to the Board for approval any changes to the documents, policies and procedures in CFA Institute’s corporate governance framework.
- Develop and recommend to the Board corporate governance guidelines and practices applicable to CFA Institute, and re-evaluate such guidelines and practices periodically and recommend any necessary or appropriate changes to the Board.
- Make recommendations to the Board regarding the Board’s size, composition and Governor recruitment activities, and the tenure of Governors in accordance with the Bylaws.
- Provide oversight of and accountability to Board related budget items and expenses;
- Provide oversight of CFA Institute’s implementation of and adherence to the U.S. Public Company Standards that the Board has resolved to adopt; and
- Form and delegate authority to sub-committees and working groups when and as the Committee deems appropriate.

## Report and Self-Evaluation

The Executive Committee shall:

- Report regularly to the Board on Committee findings and recommendations, and maintain minutes or other records of Committee meetings and activities.
- Conduct an annual self-evaluation of the performance of the Committee, including a review of the adequacy of this Charter annually, and recommend to the Board such amendments as the Committee deems appropriate.
- Be responsible to the Board for its activities.

## Executive Liaison

The management liaison to the Committee is the Chief Legal Officer.

Effective 21 July 2017