



**CHARTER**  
**FEDERAL RESERVE BANK OF RICHMOND**  
**BOARD OF DIRECTORS**  
**PLANNING AND OPERATIONS COMMITTEE**

**Purpose**

The Planning and Operations Committee (the Committee) is a committee of the Board of Directors (the Board) of the Federal Reserve Bank of Richmond (the Bank). The Committee shall provide oversight for the strategic planning, financial performance, application of sound operational risk management processes, budgeting, operational responsibilities and ongoing facilities management of the Bank, other than National IT (the District).

**Committee Membership**

The Committee shall have a minimum of three members, consisting of at least one representative from each of the three classes of directors. Members of the Committee shall be recommended for appointment annually by the Governance and Humans Resources Committee to one-year terms commencing the first of January. The Board Chair shall designate the Committee Chair.

**Meetings**

The Committee meets approximately two times per year. The Committee Chair may call additional meetings as necessary. A meeting may be held by any means of communication that allows each participant to hear and be heard by each other participant. The Committee Chair shall report the Committee's actions to the Board at its next meeting and will make recommendations to the Board as appropriate. The Committee may transact business through notational voting as needed.

## **Authority and Responsibilities**

The specific responsibilities of the Committee, in consultation with senior Bank management, are described below.

1. Review the District's strategic plan and strategic planning process, including:
  - a. Provide feedback and counsel about the plan and ways to fulfill the plan;
  - b. Review progress in achieving the District's goals and objectives; and
  - c. Report periodically to the Board about progress, challenges, and any important shifts in long-term goals, objectives, or strategic approaches.
2. Review the District's budget, budget process, and financial performance, including:
  - a. Review and recommend to the Board proposed annual operating and capital budgets for the coming year; and
  - b. Review as frequently as necessary current-year estimated operating expenses relative to budget.
3. The Committee ensures overall coherence between the District's annual budget and the strategic plan and the application of sound risk management processes and, in consultation with the Audit and Risk Committee, assesses management's annual self-evaluation of performance and reviews summaries of District performance.
4. The Committee provides feedback and counsel to District management on matters relating to System responsibilities for support offices, including:
  - a. Review the District's operational objectives, activities, and performance of those functions, including management's periodic reports of key performance indicators, trends, audit results and risk assessments, and performance against targets and budgets; and
  - b. Report to the Audit and Risk Committee and/or Board and make recommendations as necessary.
5. The Committee reviews the District's long-term facilities plan, construction projects, major renovations, and site acquisitions and may:
  - a. Monitor activities from design through construction, budgets, and other matters that require attention; and
  - b. Report to the Board and make recommendations as necessary.

The Committee will also undertake additional activities within the scope of the purpose of the Committee as the Committee or the Board deems necessary.