

## Governance Schedule

### Charter for the Board

1. Annually, prior to regular Board meeting in January: adopt calendar for Board and standing committees
2. At least every 3 years in \_\_\_\_\_: approve investment policy;
3. At least every 5 years in \_\_\_\_\_: conduct asset/liability study;
4. At least every 2 years in \_\_\_\_\_: review/recommend to City Council benefit plan design;
5. Annually in December: approve the CRS annual budget;
6. Annually in \_\_\_\_\_: approve financial audit by a CPA or CGAP of the CRS transactions;
7. At least every 5 years in \_\_\_\_\_; require a full-scale functionality test of the business continuity plan of the CRS;
8. Annually in May: meet with the CRS actuary for discussion of annual actuarial report;
9. At least every 5 years in \_\_\_\_\_: require an actuarial audit;
10. Annually in December: approve roster for each standing committee;
11. Annually in \_\_\_\_\_: review performance of the Board in accordance with the Board Performance Evaluation Policy;
12. Annually in \_\_\_\_\_: review performance of the Executive Director;
13. Annually in \_\_\_\_\_: review performance of the Legal Counsel services;
14. Annually by March 31: review for acceptance report from the Investment Committee:
  - a. Adherence to investment policy;
  - b. Compliance with and appropriateness of investment policies;
  - c. Investment performance of portfolio and all managers;
  - d. Performance of investment consultant;
15. Annually by June 30: Review for acceptance report from Investment Committee:
  - a. Compliance with the CRS annual budget;
  - b. Cost effectiveness of the CRS operations, including investment management;
  - c. Compliance with records management policy;
  - d. Compliance with business continuity plan
  - e. Adequacy of the CRS staff, technology, and related systems;
16. Annually by December 31: review for acceptance report from the Benefits Committee:
  - a. Appropriateness of benefit plan design;
  - b. Effectiveness of the CRS communications policy;
  - c. Administrative errors and corrective actions;
  - d. Administration of disability program;
  - e. Recovery of benefits or premiums paid to ineligible recipients;
  - f. Administration of health insurance program;
  - g. Recommendations for more cost effective prescription program;
  - h. Recommendations regarding the CRS members' loan program;

17. At least every three years in \_\_\_\_\_: review this charter: Charter for the Board

Charter for the Board Chair

18. At least every three years in \_\_\_\_\_: review this charter: Charter for the Board Chair;

Charter for the Board Vice-Chair

19. At least every three years in \_\_\_\_\_: review this charter: Charter for the Vice-Chair;

Charter for Committee Chairs and Vice-Chairs

20. At least every three years in \_\_\_\_\_: review this charter: Charter for Committee Chairs and Vice-Chairs

Board Policy Development Process

21. At least every three years in \_\_\_\_\_: review this Policy: Policy Development Process

Charter for the Investment Committee

22. Quarterly: send financial report to City Council;

23. At least annual by \_\_\_\_\_: monitor compliance with investment policy

24. At least every three years in \_\_\_\_\_: review this charter: Charter for the Investment Committee;

Board Operations Policy

25. In even number years, in December Board meeting: elect Board Chair and Vice-Chair;

26. Annually in January, Board Chair will make standing committee appoints;

27. At least every three years in \_\_\_\_\_: review this policy: Board Operations Policy;

Board Communications Policy

28. At least every three years in \_\_\_\_\_: review this policy: Board Communications Policy;

Board Education Policy

29. At least every two years in \_\_\_\_\_: review this policy to insure relevancy and appropriateness: Board Education Policy;

Board Expense Reimbursement Policy

30. At least every three years in \_\_\_\_\_: review this policy to insure relevancy and appropriateness.