



**POLICY NO.**  
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**Subject: TRUSTEES EDUCATION/TRAINING POLICY**

## **TRUSTEES EDUCATION/TRAINING POLICY**

### **I. Purpose:**

The San Bernardino County Employees' Retirement Association (SBCERA or the Fund) is a public pension fund, and administration of the Fund is subject to strict fiduciary responsibilities under pension trust law. The policies set forth in this document are intended to comply with common law trust requirements and to reflect sensitivity to the Fund members and their beneficiaries on whose behalf the SBCERA Trustees serve.

SBCERA is a cost-sharing multiple-employer defined benefit pension fund. The SBCERA Board of Retirement (Board) has a constitutional and statutory duty to administer the Fund in a sound and prudent manner. The California Constitution vests in the SBCERA Board the exclusive responsibility to administer the Fund.

Trustees of the SBCERA Board (Trustees) shall be mindful of California state laws and regulations governing board member education, and extend every effort to synchronize their fiduciary duties with these state laws and regulations. Further, the Trustees shall be cognizant of their obligations to all Fund members of SBCERA to administer the Fund in a cost-effective manner, minimizing costs wherever possible without a loss of benefits to the Fund members.

The complexities of sound management of the assets and liabilities of the Fund impose a continuing educational need for Trustees: so that they may understand and apply complex legal writings and concepts; possess sound communication skills in order to express positions, opinions and ideas with conviction and clarity; develop analytical skills to understand investment policies, theory and practice; and finally, to enable Trustees to develop an understanding in public finance, accounting, labor relations, employee benefits, fiduciary obligations, governance, institutional investments, legal, disability and personnel administration, and a general awareness of information technology used to serve members.

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## **II. Principles:**

The SBCERA Trustees Education/Training Policy rests on the following important principles:

- There exists a unique body of knowledge that can be imparted to Trustees to facilitate the carrying out of their distinct roles and responsibilities.

Trustees are responsible for making policy decisions affecting all major aspects of pension fund administration. They, therefore, must acquire an appropriate level of knowledge of all significant facets of the Fund, rather than only specializing in particular areas.

- No single method of educating trustees is optimal. Instead, a variety of methods is necessary and appropriate.
- The SBCERA Trustees Education/Training Policy is intended to provide Trustees, after initial requirements are met, with discretion to determine those educational programs which best meet their needs as well as the objectives of this policy, as those needs change and new opportunities become available.

## **III. Policy:**

Each Trustee is required to obtain a minimum of 24 hours of education within two years of assuming office and for every subsequent two-year period, in which the Trustee continues to sit on the SBCERA Board, in the aspects of public pension fund administration, including, but not limited to the following areas:

- Fiduciary responsibilities.
- Ethics.
- Institutional investment program management.
- Actuarial matters.
- Pension funding.
- Benefits administration.
- Disability evaluation.
- Fair hearings.
- Pension Fund governance.
- New board member orientation.

## **IV. Guidelines:**

New Trustee Education: During the first year in office, new Trustees are required to obtain education credit for new board member orientation from the SBCERA Chief



Executive Officer (CEO) and senior staff or consultants. During the first two years, new Trustees are expected to attend one or more of the following and to receive education at: the State Association of County Retirement Systems (SACRS) Spring and Fall Conferences, the New Trustee Seminar; the California Association of Public Retirement Systems (CALAPRS) new trustee educational opportunities, including, Principles of Pension Management at Pepperdine; the Wharton School of the University of Pennsylvania; and the SACRS UC Berkeley Investment School.

Continuing Trustee Education: During every subsequent two-year period, Trustees shall obtain 24 hours of education through attendance at the SACRS Spring and Fall Conferences; completing educational opportunities offered by state or national public pension Fund organizations, and seminars sponsored by accredited academic institutions; attending educational client conferences presented by investment managers; making due diligence visits which address investment program management; attending webinars, watching videos or listening to recordings covering any topic in Section III above; or completing training offered by the SBCERA CEO and senior staff or consultants. Continuing education credits for the purpose of Trustee training/education may be live, webcast, video, or any other authorized mode of transmission, but the Board reserves the power to evaluate the appropriateness of specific training and education activities to meet the requirements of this Policy.

**V. Expense Policy:**

Trustees shall follow provisions and guidelines of the Trustee Travel and Expense Policy (Education & Training Policy No. 003).

**VI. Documentation:**

Each Trustee will provide proof of compliance with this policy by submitting a Verification of Trustee Education/Training form to the SBCERA CEO, and the CEO will provide an annual report of board member compliance to the Board, and such report along with this policy will be placed on the SBCERA public website.