

# **New Board Member Check List**

## **Updated 04/19/2013**

1. Provide the new Board Member with copies of the following materials
  1. Mission Statement\*
  2. Copy of Montana Constitution, Article VIII, Sections 13 and 15\*
  3. Governance Principles\*
  4. MPERA Organizational Chart\*
  5. Board Policies\*
  6. PERB section of ARM\*
  7. State Ethics Law\*
  8. Board Committees/Membership
  9. EIAC Bylaws
  10. Acronyms\*
  11. CAFR
  12. Actuarial Valuation
  13. Board of Investments Annual Report (/www.investmentmt.com)
  14. Title 19 statutes (online)
  15. Defined Contribution Plan Document & Trust Agreement
  16. Deferred Compensation Plan Document & Trust Agreement
  17. Investment Policy Statements – (DCRP & 457)
  18. Plan Choice Rate
  19. PERS New Hire Packet
  20. Member Handbooks (all systems)
  21. Retirement Systems Overview
  22. MPERA Organization Overview
  23. Sample Account Statements
    - i. DB plans – Annual Statement, produced in-house
    - ii. DC plans – Quarterly Statements, produced by record-keeper
  24. “Green Sheets” – system matrixes
  25. Newsletters
  26. Brochures
  27. Fiscal Year Budget
  28. Administrative Expenses/Revenues Overview
  29. Contested Case Process Overview
  30. Organization Affiliation Home Pages (NASRA/NAGDCA/NAPPA/GFOA-online)
  31. Minutes for past meetings (online)
  32. Travel Policy and sample of properly completed Travel Claim

\* Included in notebook for Board members. Board members receive notebook to keep on-site for reference during Board meetings and a separate copy for home-use.

## 2. Discuss

1. Fiduciary Duty – *Melanie Symons, Kate Talley*
2. Open Meetings – *Melanie Symons, Kate Talley*
3. Recusals/Disclosures – *Melanie Symons, Kate Talley*
4. Interaction with Others – Vendors, Lobbyists, Reporters – *Melanie Symons, Kate Talley*
5. Time Commitment – *board members and staff*
6. Legislature/SAVA Committee/General Revisions Bill – *Melanie Symons, Kate Talley*
7. Retirement Systems – *Patty Davis*
8. PERB (policy)/MPERA (daily procedures) relationship – *Roxanne Minnehan*
9. MPERA Bureau Functions – *Patty Davis, Barbara Quinn,*
10. Contested Hearings Process – *Melanie Symons, Kate Talley, Patty Davis*
11. Web Site -