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Status **Pending** PolicyStat ID **17058940**



San Bernardino County Employees'  
Retirement Association

Origination	9/2/2004
Last Approved	N/A
Effective	Upon Approval
Last Revised	9/2/2021
Next Review	3 years after approval

Area	General
Applicability	SBCERA systemwide

## Elected Trustee Duty Time

### POLICY NO. 007

Questions are often asked how much of an elected Trustee's duty time should be spent on SBCERA activities. The complexities of sound management of the assets and liabilities of a defined benefit public pension fund impose a continuing need for all SBCERA Trustees to attend and participate in business meetings as well as professional and educational conferences, classes, and seminars. This will allow them to conduct the business of SBCERA and carry out their fiduciary responsibilities. These business meetings, conferences and educational opportunities may occur within California, outside California but within the United States, or outside of the United States.

Government Code section 31522 states: "The **official duties of elected board members who are employees of the county** or a district shall be included as part of their county or district employment and their board duties **shall normally take precedence over any other duties**. The elected board members who are county or district employees shall not receive any additional compensation by virtue of their election to the board." (Emphasis added.)

In considering how much of an elected Trustee's duty time should be spent on SBCERA activities, the Board of Retirement recommends the following:

1. At a minimum the Board of Retirement expects all trustees to prepare for and attend all monthly and special meetings of the Board of Retirement.
2. The Board of Retirement expects all trustees to prepare for and attend all Board Committee meetings to which the trustee is assigned or called to serve in the absence of an assigned member.
3. Each Trustee must comply with the minimum of 24 hours of education within two years of assuming office and for every subsequent two-year period thereafter as outlined in SBCERA's

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Education and Training Policy No. 001.

4. CALAPRS and SACRS are organizations that have been formed for the primary purpose of educating Trustees and staff members of California public pensions funds on the management of these funds. CALAPRS holds an annual General Assembly meeting and SACRS meets on a semi-annual basis. All Trustees are encouraged to attend these conferences when at all possible.
5. New Trustees must become educated so that they can make informed and prudent decisions for the benefit of the plan, its members, and the plan sponsors. They must grasp the fundamental concepts of pension fund investing and management. Additionally, they must be cognizant of the changing dynamics of the industry. This is their fiduciary responsibility. See Education and Training Policy No. 001 for required education seminars and forums.

## Approval Signatures

Step Description	Approver	Date
Policy Owner		Pending

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## Applicability

SBCERA, SBCERA Internal