

 <p>CITY OF <b>SAN JOSE</b> CAPITAL OF SILICON VALLEY DEPARTMENT OF RETIREMENT SERVICES</p>	<p>Title</p> <p><b>NEW BOARD MEMBER ORIENTATION: FEDERATED</b></p>	<p>Document No.</p> <p><b>210.1-F</b></p>	<p>Page</p> <p><b>1 of 2</b></p>
<p>Reference:</p> <p><b>N/A</b></p>	<p>Approved by: _____ Date: _____</p>	<p>Revised:</p> <p><b>01/19/1996</b></p>	<p>Function:</p> <p><b>Board</b></p>

**PURPOSE**

To establish an orientation procedure for new Federated Retirement Plan Board of Administration members.

**POLICY**

This procedure shall apply to newly appointed and elected members of the Board of Administration for the Federated Retirement System.

**PROCEDURE**

**Responsibility**

**Activity**

Staff Secretary

1. Write and send congratulatory and welcome notification to new Board members.

Board Secretary

2. Conduct orientation overview meeting with new Board member.

Submit orientation package to new Board member. The orientation package shall include but not be limited to the following:

A.) Retirement Plan Manual; B.) Board Procedures and Personnel Packet, and C.) Committees List and Directory.

The **Retirement Plan Manual** shall include but not be limited to the following: 1.) Federated Retirement System Manual; 2.) Investment Managers Directory; 3 ) List of Service Providers; 4.) Most recent actuarial evaluation; 5 ) Actuary contact information; 6.) Department of Retirement Services Organizational Chart.

B.) **The Federated City Employees' Retirement Board** Policy and Procedures Manual and Personnel Packet shall include but not be limited to the following: 1.) Statement of Retirement Board Mission and history; 2.) Procedures Guide- Board meeting times and location, Presiding Officer policy, Board member responsibilities, voting and recording

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procedures, education and travel expense information; 3.) Board member development and training conference information; 4.) Code of Ethics for Public Officials and Employees.

C.) **The Committees List and Directory** shall include but not be limited to the following: 1.) Retirement related Committees List; 2.) Current California Association of Public Retirement Systems Membership Roster.