

# Chattanooga Fire and Police Pension Fund

## Trustee Educational Policy

### SCOPE

The Board of Trustees (the "Board") understands and acknowledges the importance to the Chattanooga Fire & Police Pension Fund (the "Fund") of having Board members ("Trustees") who are educated about the subjects that are important to the administration of the Fund and who are aware of the latest developments in those subjects.

### CONTINUING EDUCATION

Therefore, the Board establishes a policy to require Trustees to maintain a minimum of 20 hours of continuing education per year with the year beginning on the date of each September election. Directors are encouraged to obtain the required hours through a variety of sources including, but not limited to: conferences, institutes, seminars, e-learning courses, and webinars. The Board acknowledges that some Trustees are required to meet continuing professional education requirements outside of this policy in areas of financial or pension related matters. Such Trustees may request that conferences, seminars, or institutes they attend to meet such requirements be approved to comply with this policy as well. Such requests will not be unreasonably denied.

### CONFERENCES, INSTITUTES, AND SEMINARS

The Board must authorize attendance at approved conferences, institutes, or seminars in advance, with each Trustee generally expected to attend no more than two each year. Only conferences, institutes, or seminars held within the contiguous continental United States will be approved. The Board may approve attendance by some or all Trustees at additional conferences, institutes, or seminars in any year.

### ATTENDANCE

Failure by a Trustee to participate in meetings at an approved conference, institute, or seminar (and receive a Certificate of Attendance, if applicable) may cause such Trustee to cease to be eligible to attend any conference, seminar, or institute at the Fund's expense for a period of one year. The decision on whether to enforce this requirement shall be made by the Board President.

Attendance at any conference, institute, or seminar within six months of a Trustee's retirement is not allowed. If it is the intention of a Trustee not to run for an additional term, the Trustee shall not attend a conference, institute, or seminar within six months of the expiration of their current term.

Failure by a Trustee to fulfill the minimum of 20 hours of continuing education requirements may lead to the removal of the Trustee from the Board. The decision on whether to enforce this requirement shall be made by the Board President.

### ORIENTATION

All new Trustees will be required to attend a New Trustee Orientation to become acquainted with what is expected of them as fiduciaries of the Fund. The Fund Administrator shall be responsible for scheduling and planning of the New Trustee Orientation. The Fund Administrator shall schedule the orientation to take place within one month of the new Trustee taking a position on the Board. Hours associated with attendance of the New Trustee Orientation will not be applied toward fulfilling the requirement to maintain a minimum of 20 hours of continuing education.

## IN-HOUSE EDUCATION

In an effort to ensure that Trustees are up-to-date on the latest developments in subjects that are important to the administration of the Fund, the Fund Administrator may schedule In-House Educational Seminars to better educate Trustees on topics of interest and current issues. Trustees are encouraged to attend any scheduled In-House Seminar and will be credited with hours of attendance toward the minimum of 20 hours of continuing education.

## REPORTING

Trustees must submit documentation of attendance at any such conference, institute, seminar, e-learning course, or webinar to the Board before continuing education hours will be credited or any related expenses will be reimbursed as outlined in the Travel and Expense Reimbursement Policy. The Fund Administrator will notify each Trustee of the number of continuing education credits earned each year to date, one month prior to the September election.

## SELF-STUDY

Trustees are encouraged to participate in self-study to expand their knowledge of subjects related to the administration of the Fund through books, periodicals, and other available resources. The Fund currently provides a variety of resources to the Trustees; however should a Trustee desire a resource that is not available, the Trustee shall notify the Fund Administrator in order for him/her to make arrangements for it to be provided. A Trustee may request credit for hours of self-study toward the minimum of 20 hours of continuing education by presenting a proposal for such credit to the Board President. Such Proposal must include a means to document the time to be credited and must be approved by the Board President.

This policy has been amended and is effective October 4, 2018, by the Board whose signatures appear below.



Charlie Thomason, President



Joe Shaw, Vice President




Kelly Simmons, Trustee



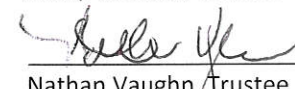
Chris Hopkins, Trustee



Mark Coffman, Secretary



Phillip McClain, Trustee



Nathan Vaughn, Trustee