

# *PRINCIPLES OF PENSION GOVERNANCE*

A COURSE FOR TRUSTEES



*The Crane, An Age-Old  
Symbol Of Long Life*

*Sponsored By*



*to be held at*

*The Lodge at Tiburon  
Tiburon, CA*

*Monday-Thursday, August 26-29, 2024*

## ***PRINCIPLES OF PENSION GOVERNANCE***

A Course For Trustees

# **A COURSE FOR TRUSTEES**

### **CALAPRS' MISSION**

*"CALAPRS sponsors educational forums for sharing information and exchanging ideas among Trustees and staff to enhance their ability to administer public pension benefits and manage investments consistent with their fiduciary duty."*

### **ABOUT THE COURSE**

Public Pension Fund Trustees bear a heavy fiduciary burden. On a cumulative basis, California's Constitution holds our members' **350** Trustees accountable for the stewardship of more than **\$450** Billion in retirement fund assets. **40** California public pension systems belong to CALAPRS. Over the past ten years, Trustees of our member retirement systems have participated in this unique training program presented exclusively for California public retirement system board members. This training focuses on the practical aspects of our Trustees' duties.

For over 25 years, CALAPRS has continued to offer this high-caliber coursework and carefully selected faculty.

### **WHO SHOULD ATTEND?**

The course is for Trustees. Attendance is recommended within the first year after assuming office. Experienced Trustees will use the program as a comprehensive refresher course.

For more experienced Trustees, the Advanced Principles of Pension Governance course at UCLA is suggested.

### **WHY ATTEND?**

- To gain insight into public pension policy issues
- To discuss alternative solutions to common problems
- To understand the complexities involved in administering public pension plans
- To appreciate the differences and similarities among California public pension plans
- To network with other Trustees and pension professionals
- To increase familiarity with pension terminology and concepts
- To receive the ethics training required for new Trustees

### **FACULTY**

The Course will be taught by public pension practitioners, including Trustees, Consultants, Actuaries, Investment Managers, Attorneys & Administrators.

### **THE CURRICULUM COMMITTEE**

*Principles of Pension Governance* is managed by CALAPRS' Curriculum Committee led by the course Dean: Kristen Santos, Retirement Plan Administrator, Merced County Employees' Retirement Association.

### **LOGISTICS**

California Association of Public Retirement Systems:

Alison Trejo, Administrator

Adriana Pannick, Administrative Manager

## ***PRINCIPLES OF PENSION GOVERNANCE***

### **A Course For Trustees**

#### **THE CURRICULUM**

Each participant must attend the full 3 days of intensive training. Sessions combine team teaching, case studies and mock board problem solving. All course materials are based on actual California public pension fund law, policies, practices and problems.

The *Tuesday Evening Case Study* will provide practical experience in a disability hearing. The *Wednesday Evening Session* will consist of a **TEAM CASE STUDY** to resolve significant Board of Retirement issues.

#### **MONDAY – AUGUST 26**

6:00 PM      *Reception & Dinner*  
7:30 PM      **Introductions and Course Overview**

#### **TUESDAY – AUGUST 27**

8:00 AM      **Fiduciary Duty and Sound Decision Making**  
**How a Board Should Function**  
**Benefits Provided and the Board's Role**  
**Key Issues in Disability Retirement**  
4:20 PM      **Case Study: Disability Hearing**  
6:00 PM      *Reception & Dinner*

#### **WEDNESDAY – AUGUST 28**

8:00 AM      **Addressing Pension Liabilities**  
**Investment Policy Basics**  
**Overseeing the Investment Program**  
5:30PM      **Stakeholder Case Study**  
6:30PM      *Networking Dinner*

#### **THURSDAY – AUGUST 29**

8:00 AM      **Required Ethics Training for Public Fund Trustees**  
**Course Summary**  
11:30 AM      *Certificate Luncheon* and **Final Course Evaluation**

#### **CERTIFICATE OF COMPLETION**

Participants who successfully complete the course will receive a Certificate of Completion as well as a Certificate for completion of the AB1234 Ethics in Public Service. Trustees must attend all sessions to receive a completion certificate, at the discretion of the course faculty, and attendees who do not complete the course may return the following year to make up missed sessions at no additional charge.

#### **LOCATION & LODGING**

The program and lodging will be located at The Lodge at Tiburon, 1651 Tiburon Blvd, Tiburon, CA 94920. Lodging will be provided at the Lodge for the nights of August 26, 27 and 28, and will be arranged by CALAPRS as part of the course for all participants. Meals will also be provided beginning with dinner on August 26 and ending with lunch to-go on August 29.

#### **ENROLLMENT**

Minimum 20, Maximum 34 Trustees.

#### **APPLICATION & TUITION**

All applications must be received no later than **JULY 15, 2024**. Unsigned applications will be returned to the sender for signature. Tuition of \$3,000 (includes lodging, meals and materials) must be paid in advance of the program, no later than **AUGUST 15, 2024**

## APPLICATION FOR ENROLLMENT 2024

**APPLICATIONS WITH BOTH REQUIRED SIGNATURES MUST BE RECEIVED BY JULY 15, 2024.**

Applicants must be trustees of a California public employee pension system. Attendance is recommended within the first year after assuming office. Experienced trustees will use the program as a comprehensive refresher course. Each system should enroll one Trustee as a "Delegate" and designate one additional Trustee as "1st Alternate" with the remainder as "2nd Alternate". Should it become necessary due to high demand, CALAPRS reserves the right to limit the number of participants from each system based on these designations. All applicants will be notified regarding acceptance no later than the week of July 17<sup>th</sup>.

### Applicant Information

Trustee's Name (for certificate/name badge): \_\_\_\_\_

Retirement System: \_\_\_\_\_

Trustee Type:  Elected  Appointed  Ex-Officio    Date Became a Trustee: \_\_\_\_\_    Date Term Expires: \_\_\_\_\_

Trustee's Mailing Address: \_\_\_\_\_

Trustee's Phone: \_\_\_\_\_ Trustees' Email: \_\_\_\_\_

Administrative Contact (name, email): \_\_\_\_\_

Emergency Contact (name, phone): \_\_\_\_\_

Dietary Restrictions (if any): \_\_\_\_\_

**BIOGRAPHY:** Email Trustee's biography (≤150 words) to register@calaprs.org for printing in the attendee binder.

### Applicant Agreement

*If admitted, I agree to attend the program in full and acknowledge that missing one or more sessions may result in forfeiture of my Certificate of Completion, as determined by the Faculty.*

Trustee Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

### Administrator Approval

Applicant Designation:  Delegate  1<sup>st</sup> Alternate  2<sup>nd</sup> Alternate

Administrator Name: \_\_\_\_\_ Email: \_\_\_\_\_

Administrator Signature (required): \_\_\_\_\_

### Tuition Payment

**Tuition of \$3,000 must be paid in full by August 15, 2024** and includes all meals, materials, and lodging. Payable by check only (no credit cards) to "CALAPRS". This application form serves as an invoice. No additional invoice will be sent. Cancellation refunds may be provided to the extent that costs are not incurred by CALAPRS.

Lodging is mandatory for all participants. CALAPRS will make the hotel reservations and payment for the nights of August 26, 27, and 28.

**RETURN COMPLETED APPLICATION BY  
JULY 15, 2024**

Mail, email or fax form and payment to  
CALAPRS  
575 Market Street, Suite 400  
San Francisco, CA 94105  
Phone: 415-764-4860 Fax: 415-764-4915  
register@calaprs.org www.calaprs.org



*If, due to a disability, you have any special needs, call 415-764-4860 to let us know. We will do our best to accommodate them.*