

LINCOLN NEBRASKA POLICE AND FIRE PENSION INVESTMENT BOARD EDUCATION AND TRAVEL POLICY

I. PURPOSE

The purpose of this Trustee Education Policy is to establish guidelines and procedures for Lincoln Nebraska Police and Fire Pension Investment Board Members and Plan Administration Staff that recognize and affirm the importance of education to the success of fulfilling their fiduciary responsibilities.

II. POLICY OBJECTIVES

1. All Members will be able to gain the knowledge they need to carry out their fiduciary responsibilities and engage in effective group discussion, debate and decision making with regard to directing the investments of the pension.
2. Newly appointed or elected Members will be provided with the general introductory knowledge they need to enable them to effectively participate in Board deliberations in a timely manner.
3. Members will have the opportunity to learn through networking with other public retirement systems and learn of alternate approaches to common investment issues and problems.

III. ASSUMPTIONS AND PRINCIPLES

1. The Members are responsible for oversight and direction of the fund's investments. They, therefore, must acquire an appropriate level of knowledge.
2. A variety of methods are necessary and appropriate since no single method of education is optimal.
3. The Education Policy is not intended to dictate that Members and Staff attend only specific conferences or programs. Although a list is included in this Policy, the Policy is a framework for the types of opportunities the Members and Staff should utilize in their fiduciary education.

IV. POLICY GUIDELINES

1. GENERAL PROVISIONS

- A. All Members are encouraged to develop and maintain their knowledge and understanding of the issues involved in the oversight and investment of the Lincoln Nebraska Police and Fire Pension Fund throughout their term(s) as Investment Board Members.
- B. All Members are encouraged to develop an appropriate knowledge of institutional investing.

- C. Members are encouraged to help seek out, evaluate and take advantage of appropriate educational tools, which may include, but are not limited to:
 - 1. External conferences, seminars, workshops, roundtables, courses or similar vehicles.
 - 2. In-house presentations by the Board's service providers or staff.
 - 3. Relevant periodicals, trade journals, textbooks, electronic media, etc.
- D. The Plan Administrator shall review and evaluate available educational conferences and bring to the attention of the Members and Staff those deemed appropriate. Members and Staff may also bring forward appropriate educational conferences to the Plan Administrator for consideration.
- E. In determining the appropriateness of a potential educational opportunity, the Plan Administrator will consider:
 - 1. The extent to which the opportunity is expected to provide Members with the knowledge they need to carry out their roles and responsibilities, and
 - 2. The cost-effectiveness of the program in light of travel, lodging and related expenses.
 - 3. Compliance with this policy.
- F. Members and Staff are encouraged to assist in identifying the educational vehicles that best meet their needs.
- G. Each Member and Staff is required to report to the Board, either orally or in writing, on the most important knowledge or information gained from the conference/seminar/workshop attended and recommend whether to attend in the future.

2. MEMBER ORIENTATION PROGRAM

- A. An orientation program will be formalized and maintained for the benefit of new Members.
- B. All new Members shall be encouraged to participate in the orientation program within 45 days of election or appointment.
- C. The aim of the orientation program shall be to ensure that new Members are in a position to contribute fully to Board deliberations and effectively carry out their fiduciary duties as soon as possible after joining the Board.
- D. The orientation program shall include:
 - 1. An orientation handbook including
 - a. Names of Investment Board Members and Staff.
 - b. Lincoln Municipal Code 4.62 detailing the roles and responsibilities of Investment Board Members and Staff.

- c. Most recent Investment Policy
- d. Most recent Investment Performance Report
- e. Most recent Investment Allocation Report
- f. Education and Travel Policy
- g. Material from legal counsel on fiduciary responsibility
- h. Fiduciary Liability Insurance Policy

- 2. Introduction to Members and Staff
- 3. A tour of the Plan Administration office
- 4. A briefing by Staff on the role of the Board and fiduciary responsibility

3. ATTENDANCE AT CONFERENCES AND SEMINARS

- A. Investment Board Members and Staff not appointed by the Mayor or City Council are required to attend one conference annually.
- B. Members and Staff are encouraged to attend the following conferences
 - 1. NAPO – National Association of Police Organizations
 - 2. NCPERS – National Conference on Public Employees Retirement Systems
 - 3. Opal Financial Conferences
 - 4. IMN (Institutional Management Network) Conferences
 - 5. Conferences offered by currently held Investment Managers
- C. Members and Staff wishing to attend conferences or seminars will submit their request to the Plan Administrator for approval.
- D. Attendance at any approved conference will be limited to one Board member, on a first asked first approved basis, unless multiple attendees are necessary to satisfy the requirements of Section 3. A.
- E. Annual expenditures to attend conferences and seminars per Member or Staff shall be limited to \$7500 per calendar year. The applicable calendar year shall be the year of the first day of the conference.
- F. Conferences shall be located within the continental United States.

V. POLICY REVIEW

The Plan Administrator shall review this Policy at least every three years to ensure that it remains relevant and appropriate.



 Doug McDaniel Personnel Director
 Police and Fire Pension Administrator

2-13-2013

 Date