

Governance Manual

MainePERS Board of Trustees

Board Governance

1.8 – Trustee Education

Date Adopted: August 10, 2007

Date Amended: April 24, 2008; December 13, 2012; October 8, 2015; October 11, 2018; November 18, 2021

Policy

Trustees shall invest the time necessary to maintain current knowledge and skills in areas over which they have governance, fiduciary, and oversight responsibility. Trustees shall not place the interests of the System, members, or stakeholders at risk by not investing the time necessary to effectively govern. The System shall invest the resources necessary for Trustees to retain current knowledge and skills necessary to maintain excellence in governance and oversight. The cost of obtaining necessary training shall be considered secondary to the greater cost to the System, members and stakeholders of not obtaining the necessary training.

Statutory/Legal Provisions

- [5 M.R.S. § 17102.](#)

Trustee Education Requirements

Maine State law requires that all appointed Trustees “must have a working knowledge of retirement policy and legal issues and a general understanding of banking, finance and investment practices.”

Trustee education shall focus on the knowledge necessary to make effective decisions and evaluate those to whom System duties have been delegated. MainePERS will assist Trustees in developing competence in the understanding of Trustee roles and responsibilities, professional governance, and the work of and issues facing the System.

Trustees shall develop and maintain skills and competence through:

- Mandatory in-house and optional external new Trustee orientation;
- In-house periodic refresher training on:
 - Fiduciary responsibilities
 - Good governance practices
 - Actuarial practices
 - Investment practices
 - The System’s lines of business
- In-house quarterly investment seminars on relevant issues;
- Educational seminars for public fund trustees;
- Professional association conferences or seminars for public fund trustees; and
- Self-study through professional publications and books.

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Obtaining Trustee Education

A strong effort shall be made to provide comprehensive in-house training and access to publications that can enable Trustees to remain competent without travel to external events where Trustee travel is impractical or impossible.

The Chief Executive Officer shall maintain a record of training and education required for all Trustees and attended by each Trustee. Any Trustee may work with the Chief Executive Officer to create an individual training and education plan that will fulfill the requirements in this policy.

Trustees are expected to use judgment in the frequency or type of external education or training events attended, and must obtain the approval of the Board Chair when exceeding attendance at three external events per year. The approval of the Board Chair must also be obtained when attending events outside of the list of recognized educational events maintained by the System.

The costs of events or materials shall be paid by the System. The cost of travel shall be reimbursed under the Board's travel expense policy.