TREASURY | PARTNERS

Retirement Plan Investment Committee Checklist

Committee Responsibilities

- ☐ Clearly define committee purpose, structure, responsibilities and roles.
- ☐ Draft/formally adopt Investment Policy Statement.
- ☐ Develop policy to address/govern potential conflicts of interest.
- ☐ Committee members will be acting in a fiduciary capacity.

Manager Evaluation/Selection/Monitoring

- ☐ Establish formal process for hiring, evaluating, terminating managers.
- ☐ Define methodology for selecting managers.
- ☐ Monitor investment strategy execution.
- ☐ Ensure there is no style drift.
- ☐ Compare investments against peer group.
- ☐ Measure progress in meeting investment objectives.

Administrative Oversight

- ☐ Develop methodology to ensure Charter/Investment Policy compliance.
- ☐ Review/update Investment Policy and related plan documents at least annually.
- ☐ Assess overall plan/portfolio risk factors at least annually.
- ☐ Review fund lineup on a regular basis with advisor.
- ☐ Develop process to ensure accounting standards comply with plan rules/regulations.
- ☐ Review vendor agreements.
- ☐ Work with qualified provider or TPA who will prepare IRS and other required forms/reports.
- ☐ Remain current with regulatory changes.

Plan Fees/Costs

- ☐ Assess fees on a regular basis.
- ☐ Ensure fees are being properly disclosed.
- ☐ Utilize low cost index options when and as appropriate.

Fiduciary Education

- ☐ Create training programs for current/new members on investments, asset allocation, plan provider due diligence.
- ☐ Identify industry publications, organizations, websites, and other sources of relevant information.

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