City and County of San Francisco

SAN FRANCISCO RETIREE HEALTH CARE TRUST FUND

RHCTF BOARD POLICY MANUAL

APPROVED AND ADOPTED BY THE RHCTF BOARD ON SEPTEMBER 15, 2014

City and County of San Francisco

**San Francisco
Retiree Health Care Trust Fund**

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Retiree Health Care Trust Fund**

1.1 - INTRODUCTION

The governance and management of the Retiree Health Care Trust Fund (Fund) is subject to myriad requirements set out in laws, policies and procedures. Retiree Health Care Trust Fund Board (Board) members must be familiar with these requirements to effectively and prudently carry out their duties and responsibilities. To assist Board members in gaining such an understanding, the current version of the manual contains:

- Terms of reference, which describe the roles and responsibilities of various decision-making bodies within the Board;
- The governance policies, which set out how the Board will generally function, and how it will carry out some of its specific responsibilities;[1]
- Various statutes, or parts of statutes, applicable to the Fund and the Board.

This Board Governance Manual does not contain all of the laws and policy-type documents that apply to the Fund and the Board.

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[1] A useful way to distinguish between *terms of reference* and *governance policies* is that terms of reference describe the duties a party is expected to carry out, while the governance policies describe *how* certain duties are to be carried out.

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