

City and County of San Francisco

San Francisco  
Retiree Health Care Trust Fund



# ***SAN FRANCISCO RETIREE HEALTH CARE TRUST FUND (RHCTF)***

## ***RHCTF BOARD POLICY MANUAL***



UPDATED JULY 29, 2013

Deleted: APRIL

Deleted: 2



**SAN FRANCISCO RETIREE HEALTH CARE TRUST FUND  
RHCTF BOARD POLICY MANUAL  
TABLE OF CONTENTS**

	<b>Tab</b>
<b>Part 1: Introduction</b>	
1.1 Introduction	1
<b>Part 2: Governance Principles</b>	
2.1 Governance Principles	2
2.2 Fiduciary Policy	3
<b>Part 3: Terms of Reference</b>	
3.1 RHCTF Board Terms of Reference	3
3.2 President Terms of Reference	4
3.3 Vice President Terms of Reference	5
<b>Part 4: Board Governance Policies</b>	
4.1 Board Operations Policy	6
4.2 Board Communications Policy	7
4.3 Board Education and Travel Policy	9
4.4 Code of Conduct Policy	10
<b>Part 5: Relevant Legislation/Board Resolutions</b>	
5.1 San Francisco Charter Sections 4.100-4.104; 12.204; A8.432; and A8.432-1	11

## 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 Fund;
- The governance policies, which set out how the Board will generally function, and how it will carry out some of its specific responsibilities;<sup>1</sup>
- Various statutes or parts of statutes applicable to the Fund.

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

**Deleted:** ¶  
¶

**Deleted:** Fund staff has prepared this Board Governance Manual. T

**Deleted:** Management trusts that Board members and staff will find the Board Governance Manual helpful and welcomes any suggestions on how it may be improved.

---

<sup>1</sup> 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. For example, the Board's terms of reference indicate that it is expected to evaluate its own performance; the Board Self-Evaluation Policy describes the process by which the Board will evaluate its own performance.