



SAN FRANCISCO RETIREE HEALTH CARE TRUST FUND (RHCTF)

RHCTF BOARD POLICY MANUAL



UPDATED INSERT



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

	Tab
Part 1: Introduction	
1.1 Introduction	1
Part 2: Governance Principles	
2.1 Governance Principles	2
Part 3: Terms of Reference	
3.1 Retirement Board Terms of Reference	3
3.2 President Terms of Reference	4
3.3 Vice President Terms of Reference	5
Part 4: Board Governance Policies	
4.1 Board Operation Policy - <i>Revised Version Pending Approval</i>	12
4.2 Board Communications Policy	13
4.3 Board Self-Evaluation Policy	14
4.4 Board Education & Travel Policy	15
4.6 Code of Conduct Policy	17

Part 5: Relevant Legislation/Board Resolutions

7.1		26
7.2	San Francisco Charter Sections 4.100-4.104; 12.204; A8.432; and A8.432-1	27
7.3		28



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, Fund staff has prepared this Board Governance Manual. 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;¹
- 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.

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

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. 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.

