

ESTABLISH FIDUCIARY COMMITTEE GOALS

They're all important. But which ones should we focus on in the coming year?

TOPIC	PRIORITY LEVEL	COMMENTS
1. Understand Fiduciary Roles & Responsibilities <ul style="list-style-type: none"> <input type="checkbox"/> Review plan sponsor roles <input type="checkbox"/> Review outside advisor/consultant roles 		
2. Review Fiduciary Governance & Bylaws <ul style="list-style-type: none"> <input type="checkbox"/> Develop/review meeting bylaws <input type="checkbox"/> Audit existing governance procedures to ensure process is defined 		
3. Review Committee Meeting Topics & Process <ul style="list-style-type: none"> <input type="checkbox"/> Modify meeting format and topics <input type="checkbox"/> Review frequency & method of conducting meetings <input type="checkbox"/> Develop a better process for documenting minutes & action items 		
4. Investment Oversight <ul style="list-style-type: none"> <input type="checkbox"/> Review and update the IPS <input type="checkbox"/> Document the history of fund changes <input type="checkbox"/> Review fund menu design: options, asset classes, etc. <input type="checkbox"/> Change the frequency of conducting fund performance reviews 		
5. Participant Communication Program <ul style="list-style-type: none"> <input type="checkbox"/> Develop a participant communication policy <input type="checkbox"/> Document materials delivered to participants 		
6. Provider Management <ul style="list-style-type: none"> <input type="checkbox"/> Document service provider fees and services <input type="checkbox"/> Conduct a due diligence review of service providers <input type="checkbox"/> Benchmark plan fees to industry norms 		
7. Monitor Regulatory Changes <ul style="list-style-type: none"> <input type="checkbox"/> Understand new regulations affecting the plan <input type="checkbox"/> Review fee disclosure rules and requirements 		
8. Plan Sponsor Resources, Tools & Training <ul style="list-style-type: none"> <input type="checkbox"/> Conduct annual fiduciary training <input type="checkbox"/> Review tools & resources available to plan management 		
9. Other		

Company Name:

Committee Members:

Date: