



**Maryland State Retirement and Pension System
Board Governance Policy Manual
Appendix 5: Trustee Reference Manual**

A Trustee Reference Manual shall include the following materials:

- a) Relevant sections of:
 - 1. The system's governing legislation, State Personnel and Pension Article ("SPP"), Title 21, subtitles 1 and 2,
 - 2. Legislation regarding the Optional Retirement Program, SPP §§ 30-201 – 30-204 and 30- 208, and
 - 3. Legislation regarding the Postretirement Health Benefits Trust Fund, SPP § 34-101,
- b) Relevant sections of the state ethics laws and the state Open Meetings Act,
- c) Copies of board governance policies and charters,
- d) Organizational chart,
- e) Names phone numbers, and email addresses of trustees, the executive director, and senior executives,
- f) Listing of current committee assignments,
- g) Listing of current service providers,
- h) Glossary of key pension administration terms and definitions, and
- i) Most recent Annual Comprehensive Financial Report.

It is the responsibility of trustees to maintain their Trustee Reference Manuals, by ensuring that they contain the most up-to-date materials. A master copy of the Trustee Reference Manual will be available for use by trustees at the agency's offices and on the Board Portal.