

**City of Pompano Beach**  
**General Employees' Retirement System**

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Thank you for your interest in being appointed as a Trustee of the City of Pompano Beach General Employees' Retirement System. We have prepared this handout to provide you with more information concerning the responsibilities of this important position.

**General Responsibilities of a Trustee**

All Trustees are expected to:

- Act as fiduciaries
  - See the Board's definition of fiduciary, attached
- Attend a minimum of 75% of all scheduled Board Meetings during the fiscal year (October – September 30)
  - Regular meetings are held on the third Tuesday of each month, beginning at 1:30 p.m., unless otherwise re-scheduled in advance
  - Additional special meetings may be held from time to time, as determined by the Board
- Attend sessions required to obtain their Certified Public Pension Trustee (CPPT) designations from the Florida Public Pension Trustees Association, and to maintain their CPPT designations by continuing to attend continuing education (CEU) courses and programs.
  - This usually requires out-of-town travel for periods of 3-5 days at a time, at different times during the year, and usually includes travel on weekends as well as weekdays
- Become familiar with:
  - The Ordinance pertaining to the Retirement System
  - The Board's policies and procedures
  - The Board's Investment Policy
  - The general operation of the Retirement System
- Acquire knowledge regarding the State and Federal laws affecting the operation of the Retirement System, including Chapter 112, Part VII, Florida Statutes
- Become familiar with the various advisors providing services to the Board, such as Actuary, Auditor, Attorney, Custodian, Investment Consultant and Investment Managers and their functions

Please contact Executive Director Madelene Klein if you would like more information.