



**Teachers' Retirement System
Policy 1-0500-001
Board Communications with Members, Employers and Others**

Section: Governance
Implementer: TRS Board Members

Effective Date: November 13, 2009

Purpose:

This policy describes the circumstances and conditions under which a TRS Board Member may provide information to TRS participants, employers, or other persons. This policy is intended to recognize and support the role of the Board Members as the fiduciaries of the retirement system, while also recognizing that the Board has delegated the day-to-day administrative functions of the retirement system to the TRS staff.

Policy:

1. A TRS Board Member may represent him/herself as a TRS Board Member and may provide general information about the retirement system to any participant or employer or any group thereof, including that a Board Member may:
 - a. Generally describe the retirement system;
 - b. Hand out pre-prepared materials of the retirement system that describe the retirement system benefits and processes;
 - c. Refer participants and employers to the statutes, administrative rules, and policies that govern the retirement system; and
 - d. Direct participants and employers to the information available on the TRS website.
2. A TRS Board Member may not provide advice regarding the benefits of a particular participant or group of participants or about the legal obligations of any participant or employer, including that a Board Member may not:
 - a. Attempt to construe statutes or administrative rules as applicable to the specific circumstances of a participant or employer; or
 - b. Attempt to apply prior adjudicatory positions of the board to the current circumstances of a member or employer.
3. A TRS Board Member may not disclose any confidential information of the retirement system to any person, including that a Board Member may not:
 - a. Disclose any information that has been identified as being subject to a right of privacy that exceeds the public's right to know; or
 - b. Disclose any information that constitutes litigation strategy; or
 - c. Disclose any other information made available to the Board member in executive session of the retirement system which has not subsequently been made part of the public record by the retirement system.

Cross References:

None

Signature:

By board action taken on (date) November 13, 2009, and by my signature below, the TRS board has authorized implementation of this original or modified policy. The effective date of this policy is:

X the date of board action set forth above

_____ (date)_____.

BY: Kari Peiffer, Board Chair

Kari Peiffer //s
Signature

TRS policies may be amended or revoked from time to time, with amendments and revocations effective from the date of board action or later date as specified in the policy. The official version of any TRS policy is the version posted on the TRS website, which may be accessed at www.trs.mt.gov/Policy/Policy.asp. Any deviation between the official version of a policy and a printed version will be resolved in favor of the official version. Hardcopy prints of policies will be dated as of the date of printing. Please make certain to review the material online prior to placing reliance on a printed version.