

MEU RETIREMENT FUND
EDUCATION AND TRAINING POLICY

1. PREAMBLE

- 1.1 A Trustee must act with due care, diligence and good faith. Inherent in this standard of care is that a Trustee must gain a proper understanding of the duties and obligations the office of Trustee entails and must thus set aside sufficient time and make the appropriate effort to undergo the necessary training to execute his or her duties effectively and properly.
- 1.2 The Board of Fund will, as per the year plan determine the training requirements and standards expected of the Trustees to ensure that they are able to direct, control and oversee the governance of the Fund in a proper manner. When circumstances dictate, adhoc training can be decided on.
- 1.3 The Board of Fund will set a budget for training on an annual basis at the first Trustees meeting of every financial year of the Fund. All training needs must be scheduled and financed within the budget.
- 1.4 Training is defined to cover both formal and informal training, inside or outside formal Trustees meetings.

2. EDUCATION AND TRAINING

- 2.1 All newly elected or appointed Trustees will receive training on relevant legislative, compliance and governance principles in order to equip themselves to effectively carry out their functions as Trustees, and to enable them to minimise their risk of liability, as well as to safeguard themselves against bad decision-making.

- 2.2 The Principal Officer of the Fund will arrange the training for the newly elected or appointed Trustees with a reputable service provider. Where applicable, such training may be NQF aligned or SAQA approved.
- 2.3 All Trustees will also, on an ongoing basis, have access to training programmes and attend workshops regarding all new developments relating to retirement funds to ensure that they acquire and maintain understanding of risk management, investment risks and strategies, benefit structures, legal and tax issues, regulatory and compliance requirements, actuarial and retirement reform issues.
- 2.4 Service Providers are expected to provide some industry update, provide basic and informal Trustee training at Trustees' meetings. Such training will not be at additional costs to the Fund.
- 2.5 The cost involved in the education and training of Trustees outside the training alluded to in clause 2.4, will be for the expense of the Fund.

3. PERFORMANCE ASSESSMENT TOOL

The Board of Fund will be subject to an appraisal of its performance at least once every year. The Board will assess its performance on a collective basis. Each Trustee will complete the annexure A, the Consultant will collect the assessments and consolidate a final assessment of the Board. The purpose of this appraisal is to assess the effectiveness and expertise of the Board of Fund and to highlight where education, training or other improvements are necessary. The appraisal is to be done at the last Trustees meeting of the year. The **Board of Fund' Performance Appraisal Form** is attached hereto as **Annexure A**.

4. REVIEW

The Policy will be reviewed by the Board of Fund at least once every three years.

The date of approval by the Board of Fund of this Education and Training Policy is 3 May 2017.



Chairperson



Trustee



Principal Officer

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Trustee

February 2017