



# PENSION REVIEW BOARD

## Investment Policy Statement Review Tool

Policy	Does policy exist? Y/N	Action needed	Status (such as in progress, complete, etc.)
1. <u>Fund mission or goal</u>			
a. <u>Acknowledge relevant parties</u>			
b. <u>Stated purpose</u>			
c. <u>(If appropriate) Reference relevant governing statutes</u>			
2. <u>Roles and responsibilities</u>			
a. <u>Identify fiduciary standards and related requirements</u>			
b. <u>List of important roles and define responsibilities</u>			
c. <u>Describe how a role is reviewed</u>			
d. <u>Document the frequency of competitive procurement</u>			
3. <u>Investment objective</u>			
4. <u>Liquidity</u>			
5. <u>Risk tolerance</u>			
a. <u>Identify risk factors</u>			
b. <u>Define risk metrics</u>			
c. <u>(If appropriate) Liquidity</u>			
6. <u>Investment assets</u>			
a. <u>Establish investable asset classes</u>			
b. <u>Specify portfolio process</u>			
c. <u>(If appropriate) Expected volatility and risk levels</u>			
d. <u>(If appropriate) Asset liability study</u>			
e. <u>(If appropriate) Alternative investments</u>			
f. <u>(If appropriate) Cash flow and liquidity</u>			
7. <u>Proxy voting</u>			
8. <u>Performance evaluation</u>			
a. <u>Specify metrics</u>			
b. <u>Identify benchmarks</u>			
c. <u>Cost management</u>			

d. <u>(If appropriate) Performance attribution</u>			
e. <u>(If appropriate) Performance appraisal and active vs. passive</u>			
9. <u>Investment manager selection and monitoring</u>			
a. <u>Selection criteria</u>			
b. <u>Procedure and metrics used for monitoring</u>			
c. <u>Compliance</u>			
d. <u>Watch list policy</u>			
10. <u>Ethics</u>			

<b>Governance Procedures</b>	<b>Procedure Completed? Y/N</b>	<b>Action Needed</b>	<b>Policy Creation or Update Status</b>
1. <u>IPS reviewed within last 2 years and reapproved within the last 5 years with documented changes filed with the PRB</u>			
2. <u>The IPS consider both pension funding constraints and benefit liabilities</u>			
3. <u>Existing practices are documented</u>			
4. <u>The IPS document is on a publicly available website and a physical copy is available at the main office</u>			

Board Meeting Date: \_\_\_\_\_ IPS Last Approved Date: \_\_\_\_\_

Comments and Notes