

**CHECKLIST FOR AN**

# **Efficient and Effective Investment Committee**



**Investment committees are the backbone of the retirement plan and participants' success, both in the fiduciary process and financial wellbeing.**

**Help formalize your plan's foundation with this guide.**



## Meeting Minutes



- ✔ Review minutes from previous meeting and approve.
- ✔ Task a member to take notes during the meeting.



## Objectively Review the Plan



- ✔ Define the goals of your company's workplace retirement plan.
- ✔ Review the effectiveness of the plan (participation, deferral, asset allocation).
- ✔ Discuss any changes that may affect the plan since the last review.



## Evaluate Investments and Performance



- ✔ Confirm each committee member has read and understands the plan's Investment Policy Statement (IPS).
- ✔ Evaluate, review and benchmark the investments in accordance with the plan's IPS.
- ✔ Determine if investments should be kept, placed on a watch list or recommended for removal/replacement.
- ✔ Discuss 404(c) investment safe harbor categories (large cap, small cap, bond, money market and international fund offerings).
- ✔ Discuss the QDIA investment(s) and if it is a target date series, discuss if the portfolio is a "to" or "through" strategy.
- ✔ Provide relevant news and/or other important economic updates.



## Review Participant Education and Financial Wellbeing



- ✔ Identify financial wellbeing metrics (participation, deferral rate, deferral types, loans, hardship withdrawals and asset allocation).
- ✔ Provide an update on last quarter's communication.
- ✔ Outline future communication initiatives.
- ✔ Discuss results of latest enrollment meeting and identify when the next enrollment meeting/date is available.
- ✔ Share the attendance results and questions asked at the last education meeting(s).
- ✔ Identify topics of interest and any opportunities for improvement for the next education meeting(s).
- ✔ Assign point person and schedule next educational session.
- ✔ Discuss additional ideas for improvement and how to enhance the plan for positive outcomes.



## Review the Plan Operations



- ✔ Confirm service providers meet the needs of the plan. If necessary, review terms of service to confirm value and fee alignment.
- ✔ Benchmark and review fees, expenses and experience to determine value.
- ✔ Provide an update on plan design evaluation, timely contributions, plan amendment requirements and/or additional administrative settlor functions. If necessary, invite the plan's TPA to join the meeting to provide procedural updates.
- ✔ Confirm with plan's administrator that procedure prudence is being adhered to.



## Next Steps



- ✓ Review meeting minutes and acknowledge action steps.
- ✓ Assign tasks to committee members, service providers and/or other personnel.
- ✓ Schedule the next committee review meeting.



### ABOUT US

At Northeast Benefits, our mission is to provide knowledge and expertise to employers sponsoring plans governed by ERISA and to help those employers create plans that attract and retain the personnel they need to be successful.

We are committed to having a knowledgeable, experienced administrative staff that you have direct access to. The experience of our staff simply cannot be equaled by a large, impersonal 800 number. You will always have an experienced staff person answering your important questions.

What it all boils down to is that we care – we have a genuine concern for clients' needs. We take pride in our professional responsibility and in the values we share with them.

In an age of automation and impersonal business interactions, Northeast Benefit Services, Inc. provides personal service and individual attention to each of our clients.



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