



## CRPF™ Leadership Team I Education Committee Guidelines

### General Information and Responsibilities

Effective Date: December 19, 2019 | Revision Date: November 15, 2024

#### Overview:

The Certified Retirement Plan Fiduciary™ (CRPF™) Leadership Team reviews the Georgia Association of Public Plan Trustees' (GAPPT) CRPF™ Course curriculum, evaluates its material, recommends changes, and assists with selecting and evaluating its course presenters. The Education Committee is an ad hoc committee serving under the Board of Directors and CRPF™ Leadership Team and serves as the CRPF™ curriculum subject matter experts (SMEs).

#### Structure and Appointment:

The CRPF™ Leadership Team Chair, in consultation with the Project Lead-Instructional Designer, functions as the leader of the CRPF™ Leadership Team.

**CRPF™ Leadership Team Chair** - Appointed by the Board of Directors.

**Project Lead-Instructional Designer** - GAPPT Executive Director

**CRPF™ Leadership Team Members** - Recommended by the CRPF™ Leadership Team Chair and appointed by the Board of Directors.

**Education Committee Members** - Recommended and appointed by the CRPF™ Leadership Team, if needed.

CRPF™ Leadership Team members and Education Committee members report to the CRPF™ Leadership Team Chair. The Project Lead-Instructional Designer and CRPF™ Leadership Team Chair report to the Board of Directors.

The CRPF™ Leadership Team and Education Committee will have sufficient members to handle their activities and responsibilities. In general, a person should not serve on more than one committee at any time, nor should two individuals from the same institution serve on the same committee.

CRPF™ Leadership Team members will generally serve two-year terms; terms begin May 1st and end April 30th. Education Committee members serve as required. Members may be eligible for reappointment with the recommendation of the Board Development Committee Chair and approval of the Board of Directors.

#### Member Qualifications, Professional Development and Evaluation:

To serve on the CRPF™ Leadership Team or Education Committee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing. Plan Sponsor committee members must have experience as a public retirement system trustee or staff member and be an active CRPF™ designee. Affiliate committee members must have a bachelor's degree or higher, an advanced professional designation, or expertise in a field related to public retirement systems.

CRPF™ Leadership Team and Education Committee members acknowledge GAPPT educational policies and information and their continuing professional development on the **Acknowledgment Form for Educational Program Members**.

The CRPF™ Leadership Team Chair, in consultation with the Project Lead-Instructional Designer, evaluates

CRPF™ Leadership Team and Education Committee members annually on their participation and adherence to these Guidelines.

### **Member Resignation or Removal:**

A committee member may resign by giving the CRPF™ Leadership Team Chair and Project Lead-Instructional Designer written notice. Additionally, a member will forfeit their committee position if they are no longer associated with the organization that served as the basis for their GAPPT membership. A member may also be removed from their committee position for cause. Reasons for removal include, but are not limited to:

- Engaging in conduct prohibited by the Bylaws or GAPPT policies.
- Abusing the authority of their position.
- Failing to disclose a conflict of interest concerning any matter involving the GAPPT.
- Failing to meet committee responsibilities.

### **Compensation and Expense Reimbursement:**

Committee members serve without compensation. Members may be reimbursed for reasonable expenses incurred while conducting or engaged in duties as allowed by GAPPT policy and with the Board of Directors' approval.

### **Education Committee Member Responsibilities:**

Active Education Committee members should:

- Prepare for and attend Education Committee meetings, ask questions, and review any supporting materials before meetings.
- Review the accreditation standards for the International Association for Continuing Education and Training (IACET).
- Review O.C.G.A. § 47-1-17 and be familiar with the six areas of continuing education requirements.
- Draft, edit, and submit assigned material promptly and according to the determined target dates.
- Remain current on GAPPT events by following its website and attending its educational programs.
- Communicate effectively with other committee members.
- Avoid conflict of interest and comply with GAPPT policies.
- Refrain from conduct that reflects negatively on the GAPPT.

### **CRPF™ Leadership Team Responsibilities:**

In addition to the responsibilities required of an Education Committee member, the CRPF™ Leadership Team is expected to collaborate with the CRPF™ Leadership Team Chair and Project Lead-Instructional Designer to review and update the CRPF™ curriculum content.

Active CRPF™ Leadership Team members should:

- Annually evaluate the CRPF™ program curriculum in its totality.
- Make recommendations and update the CRPF™ curriculum content as needed.
- If SMEs are required, ensure the Education Committee represents a representation from all shareholder groups.
- Review and approve Education Committee members' submitted documentation.

### **CRPF™ Leadership Team Chair Responsibilities:**

In addition to the responsibilities required of an Education Committee member and CRPF™ Leadership Team member, the CRPF™ Leadership Team Chair is expected to guide the team and collaborate with Project Lead-Instructional Designer.

The CRPF™ Leadership Chair should:

- Approve agendas of committee meetings before their distribution.

- In consultation with the Project Lead-Instructional Designer, report on the committee meetings, including decisions reached and follow-up actions to be taken, and make program recommendations to the Board of Directors.
- Report to the committee on decisions of the Board of Directors that affect the committee's work.
- Where appropriate, guide the committee in proposing new policies, programs, and services that will further the mission and goals of the GAPPT and its Board of Directors.
- Serve as a facilitator by guiding and encouraging discussion at committee meetings.

### **Project Lead-Instructional Designer Responsibilities:**

In addition to the responsibilities required of an Education Committee and CRPF™ Leadership Team member, the Project Lead-Instructional Designer is expected to develop necessary work plans and meeting agendas and ensure material abides by IACET accreditation standards.

The Project Lead-Instructional Designer should:

- Obtain additional training from IACET and be well-versed in IACET accreditation standards and processes.
- Draft necessary committee documents, including templates and proposed policies, per IACET standards.
- Draft and communicate project target dates to committee members.
- In consultation with the CRPF™ Leadership Team Chair, report on the committee meetings, including decisions reached and follow-up actions to be taken, and make program recommendations to the Board of Directors.

### **Additional Information:**

The following information is intended to support the Education Committee's and CRPF™ Leadership Team's roles.

**Documents:** Members should be familiar with the following:

- The GAPPT Bylaws.
- GAPPT policies relating to educational events and the CRPF™ program.
- O.C.G.A. § 47-1-17
- Information regarding learning styles and learning outcomes.
- Accreditation standards for the International Association for Continuing Education and Training (IACET).
- Documentation, presentations, and evaluations from previous educational events.
- The GAPPT calendar.

**Meetings:** The CRPF™ Leadership Team is expected to meet regularly and at annual educational events.

**Ad Hoc Committees:** The CRPF™ Leadership Team may establish ad hoc committees as needed. Any ad hoc committee will have sufficient members to handle its activities and responsibilities.

**Budget:** If necessary, the Treasurer will prepare a committee budget with input from the CRPF™ Leadership Team and Project Lead-Instructional Designer.

### **Master Calendar and Planning Dates:**

The GAPPT calendar will be given to the CRPF™ Leadership Team before January 1st. Any additions or changes should be submitted to the Project Lead-Instructional Designer for inclusion.

*Thank you for serving on the CRPF™ Leadership Team or Education Committee. Questions or concerns may be directed to the CRPF™ Leadership Team Chair or the Project Lead-Instructional Designer, Sue Reynolds, at [sue@gappt.org](mailto:sue@gappt.org).*