



Prepare for a Productive Plan Fiduciary Meeting



Use this checklist* as a source for topics and action items that need to be noted in your next meeting agenda.

- Read minutes from previous plan fiduciary meeting and provide approval
- Review plan investments (consult the plan's Investment Policy Statement, if available)
- Conduct a plan review:
 - Review recent changes in the law that may affect the plan since the last review
 - Review Internal Revenue Service, Department of Labor or other governmental agency regulations or proposals that may affect the plan
 - Consider potential changes in plan design
 - Review recent plan amendments
- Review participant education and communication:
 - Review the results of any enrollment meetings held since the last review and discuss changes for future meetings
 - Schedule the next enrollment meeting
 - Review the results of any participant educational meetings held since the last review and discuss changes for future meetings
 - Schedule the next participant education meeting
 - Ensure participants are receiving required notifications (e.g. fee disclosure, QDIA if applicable)
- Review the plan operations
- Review service providers' performance against plan needs and service provider agreements, including a review of fees and expenses
- Ensure that plan contributions are being segregated and invested into the plan as soon as possible
- Ensure that the plan continues to qualify for relief under ERISA 404(c), if applicable (see ERISA 404(c) Requirements Guide)
- Review any miscellaneous items or issues
- Finalize changes and/or assignments to document in the meeting minutes for review and approval in the next meeting

Additional tools for your plan fiduciary meeting:

- Investment Policy Statement
- ERISA 404(c) Requirements Guide
- Due Diligence File Checklist



For additional support fulfilling your fiduciary responsibilities, please contact your financial advisor.



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