

PSERS Defined Contribution Plan Committee Charter

Article II Section 4

I. Purpose and Authority

The primary purpose of the Defined Contribution Plan Committee (“Committee”) is to assist the Board in fulfilling its fiduciary oversight responsibilities with respect to the School Employees’ Defined Contribution Plan and Trust (“PSERS DC Plan”) established by the Act of June 12, 2017 (P.L. 11, No. 5) for the exclusive benefit of participants and their beneficiaries subject to the specific terms of the PSERS DC Plan document, the Public School Employees Retirement Code (“Retirement Code”), and other applicable law.

The Board hereby delegates all necessary power and authority to the Committee for the Committee to perform the duties and responsibilities described in this Charter. Nothing in this Charter shall be construed as giving the Committee the authority to take any action on behalf of the Board or Board Chairperson without first obtaining the approval of the Board.

II. Composition

The Committee shall consist of five (5) current members of the Board.

The Committee shall elect its Chair and Vice-Chair as provided for in the Bylaws.

The Deputy Executive Director and Director of Defined Contribution Investments (“Director”) will be the primary staff liaison with Committee.

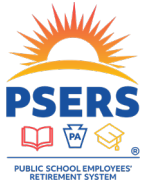
III. Meetings

Committee meetings shall be conducted in accordance with the Bylaws and established rules of order. The Committee shall meet at least two (2) times every year. The Committee Chair, in consultation with the Committee Members, shall set the dates and times of the committee meetings and request that the Secretary of the Board provide notice of meetings in accordance with the Bylaws.

IV. Responsibilities

A. *Conduct activities on behalf of the Board*

1. Conduct the search (using any of the methods of source selection defined in the Procurement Code) for the DC plan consultant, with the assistance of staff, and make recommendations to the Board. The Committee should ensure the search is conducted for the DC plan consultant contract at least every five (5) years unless the Board directs otherwise.
2. Evaluate the performance of all plan service providers necessary or desirable for the administration of the PSERS DC Plan, including but not limited to a consultant, a third-party administrator, a trustee or trustees, a custodian, and other such service providers as shall be necessary or appropriate for the administration and operation of the plan. The Committee should ensure that RFPs are conducted for each key service provider contract at least every five (5) years unless the Board chooses otherwise.



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B. Recommend direction and policy to the full Board

1. Annually identify anticipated PSERS DC Plan policy priorities and establish a calendar of anticipated policy decisions and discuss with the Board.
2. Recommend vital signs and metrics for the DC plan and identify tolerances for acceptable vs. unacceptable variability in performance.
3. Review and recommend to the Board amendments to the PSERS DC Plan and regulations that are deemed necessary or desirable to facilitate the administration of the plan and/or to maintain or bring the plan into compliance with the Retirement Code, Internal Revenue Code, and other applicable law.

C. Recommend approval of key decisions

1. Make recommendations to the Board on decisions related to investment options, investment providers, vendors, recordkeeper, other consultants, and other plan service providers.

D. Oversee Board-approved direction

1. Oversee the implementation of investment policy statements and other policies related to the PSERS DC Plan.
2. Monitor fees and expenses that are charged to plan assets and/or paid by participants, including but not limited to investment fees, trustee fees, fees paid to other plan service providers, and PSERS' administrative fee for the ongoing administration of the PSERS DC Plan.
3. Monitor the performance, cost, and management of the PSERS DC Plan investment options, investment providers, vendors, recordkeeper, consultants, and other plan service providers.
4. Monitor the plan participation and ongoing effectiveness of member education related to the PSERS DC Plan.

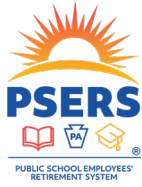
E. Obtain independent verification

1. Periodically obtain benchmarking reports related to Plan performance and fees and to present the results to the Board.

V. Reporting to the Board

The Committee Chair, with the support of staff, is responsible for reporting on the Committee's activities and recommendations to the Board. Subsequent to each Committee meeting, the Chair should provide:

- Minutes summarizing the Committee's deliberations;



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- Documentation in support of any recommendations to the Board; and
- The proposed agenda for the next Committee meeting.

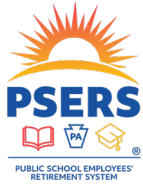
The Chair should ensure that the Board receives sufficient and reliable information to enable the Board to fulfill its fiduciary responsibility of monitoring and overseeing the PSERS DC Plan.

VI. Self-Evaluation

The committee shall conduct a self-evaluation of the Committee's performance as part of the Board's self-evaluation process. In addition to identifying opportunities for the committee to improve, the self-evaluation should also seek to identify unmet trustee continuing education needs to be communicated to the Board Governance Committee to add to the curriculum.

VII. Frequency of Review / History

The Committee shall collaborate with PSERS staff and Office of Chief Counsel to review this Committee Charter at least every three years. The Committee shall recommend any changes to the Board, as appropriate.



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Document Properties

Document Owner: PSERS Board

Document Author: PSERS Board – Defined Contribution Plan Committee

Summary of Changes:

Date	Version	Author	Summary
March 15, 2022	1.0	Funston Advisory Services and DC Plan Committee	
June 17, 2022	2.0	DC Plan Committee	<ul style="list-style-type: none"> Removed redundant language regarding Committee composition. Clarified language regarding procurement of consultants.
October 21, 2022	3.0	Governance and Administration Committee	<ul style="list-style-type: none"> Edited language re Meetings to reflect adherence to bylaws and established rules of order. Removed language relating to positions on legislation.