

Establish a retirement plan committee and a governing charter

Checklist

- ☐ Have you identified /notified Committee members and developed a process to replace and appoint new Committee members as needed?
- ☐ Are Committee members aware of their basic fiduciary duties and, if necessary, provided training?
- ☐ Is the Committee charter documented?
- ☐ Are there identified personnel and a documented process for making Committee decisions?
- ☐ Do you schedule and hold periodic Committee meetings and maintain detailed notes of all topics discussed, decisions made and actions taken?
- ☐ Are you maintaining documents related to the Committee (charter, meeting minutes, list of responsibilities, list of Committee members, etc) with other plan documents?

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