

Bedford, New Hampshire

Trustees of Trust Funds

Assignments and Calendar



Purpose of This Document

This document describes the annual activities of the Trustee of Trust Funds (TTF). Included are the list of assignments for the trustees and a suggested calendar for completion of these assignments. **[Original: October 2018]**

Trustee Assignments

The list of assignments by job title follows below.

Chair

- Schedule meetings
- Create agenda for meetings
- Conduct meetings
- Draft, review, and publish minutes of meetings
- Maintain “hard copy” file of information
- Retrieve mail from Town mailbox and distribute
- Ensure annual “to do” items are accomplished
- Schedule an annual meeting with the Town Council shortly after the annual election cycle to provide a synopsis of the previous year activities, with proposals about the coming year
- Write the Trustees’ annual report and submit to the Town Clerk for inclusion in the Town Annual Report

Treasurer

- Ensure most recent edition of Town CPI is provided to the Investment Advisors
- Provide annual instructions to the investment advisors for the allocation of income derived from the (former) BCOCA funds
- Coordinate transactions with the investment advisors for the appropriate withdrawal of funds as requested by authorized parties

Member

- Act as liaison to the Bedford Cemetery Trustees and assume responsibility for all matters cemetery-related.

Schedule for Assignments

Month	Scheduled Event
January	Send updated draft copy of CIP to Investment Advisors
	Ensure MS-9 and MS-10 reports are sent to the State
	Prepare Trustees section of the Town's Annual report
	Review schedule for the new year
Jan/Feb/Mar	Quarterly Review with Investment Advisors
March	Town election for TTF position
	Elect Chair and Treasurer
	Update Trustees' names and term expiration dates on website
	Initiate new Trustee orientation
	Seek dates for NH Attorney General training for Trustees
April	Request meeting with Town Council to offer a public update
	Review/update the Orientation Guide
Apr/May/June	Quarterly Review with Investment Advisors
	Attend AG Training all-day session
	Meet with Cemetery Trustees
June	Fund two (2) \$500 Carbonneau scholarships (selectees determined by either the Carbonneau Family or the Bedford High School Guidance department)
	Attend AG training in Concord for Trustees of Trust Funds
July/Aug/Sep	Quarterly Review with Investment Advisors
Oct/Nov/Dec	Seek qualified Trustee candidates for March elections (as needed)
	Quarterly Review with Investment Advisors
	Issue year end accounting instructions to Investment Advisors (as needed)