

**MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (MCERA)
POLICY REGARDING ANNUAL AFFIRMATION AS TO KEY POLICIES
Adopted: September 8, 2010**

I. PURPOSE

It is the policy of the Board of Retirement of MCERA that all Trustees and MCERA executive staff shall annually review MCERA's key policies relating to Board and staff conduct and affirm their review of, and intent to comply with, those policies.

II. POLICY

No later than thirty (30) days after the adoption of this Policy, after assuming a position with MCERA, or by March 1 of each year, whichever is later, each Trustee on the Board, the Retirement Administrator, Assistant Retirement Administrator and any other executive staff whom the Retirement Administrator designates, shall review and sign an affirmation regarding compliance with the following Board policies:

1. Code of Fiduciary Conduct, Ethics and Governance
2. Conflict of Interest Code
3. Trustee Education Policy
4. Trustee Due Diligence Policy
5. Trustee and Staff Travel Expense Policy
6. Investment Code of Conduct and Insider Trading Policy

Such compliance affirmation shall state: *I, [NAME], hereby affirm that I have reviewed the following MCERA policies and will make my best effort to comply with them: [LIST].*

III. POLICY REVIEW

The Retirement Board shall review this Policy at least every three years to ensure that it remains relevant and appropriate. The Policy may be amended from time to time by majority vote of the Board.

IV. ADOPTION HISTORY

This Policy was adopted by the Retirement Board on September ____, 2010.

V. RETIREMENT ADMINISTRATOR'S CERTIFICATE

I, Jeff Wickman, the duly appointed Retirement Administrator of the Marin County Employees' Retirement Association, hereby certify that this policy was adopted and made effective by the Marin County Employees' Retirement Association on this ____ day of September, 2010.

Retirement Administrator