



Job Description for Union Trustees – HPAE Retiree Medical Trust

- General Duty: Administer the HPAE Medical Expense Reimbursement Plan consistent with “fiduciary standards”
- Discuss and vote on policies of the Board of Trustees
- Discuss and vote on amendments to the Medical Expense Reimbursement Plan
- Approve expenses consistent with Board of Trustee policies
- Hire, approve contracts, and review the work of professionals who perform various functions:
 - Bensero (Third Party Administrator)
 - Payden&Rygel (Investment Manager)
 - Buchbinder Tunick (accountant/auditor)
 - Cheiron (actuary)
 - Saichek Law Firm
- Update the SEC about the status of the Trust and Plan on a regular basis
- Inform and educate the HPAE membership about the Retiree Medical Trust
- Respond to questions and concerns from members
- Attend Board of Trustees meeting three times a year, in January, May, and October.
- Email communication and correspondence occurs in between meetings.

The trustees receive no compensation for their work as trustees.