

AUSTIN FIREFIGHTERS RETIREMENT FUND

POLICY COMMITTEE CHARTER

I. Purpose

Pursuant to the authority granted to the Board of Trustees (the “**Board**”) of the Austin Firefighters Retirement Fund (the “**Fund**”) under its governing statute, Article 6243e.1, Vernon’s Texas Civil Statutes (the “**Act**”), and the Board’s Governance Policy, the Board has established a policy committee (the “**Policy Committee**”) to consider the general policies of the Fund, recommend new or amended policies for Board adoption, and address key policy issues including actuarial and legislative matters. The role of the Policy Committee is advisory, and any recommendations it provides shall not be substituted for the required review and approval of policy decisions by the Board.

By adopting this Policy Committee Charter (the “**Charter**”), the Board intends to provide the Policy Committee’s organizational and governance structure and the Board’s expectations of the Policy Committee. The Board will review this Charter periodically and retains full discretion to amend or modify this Charter, from time to time, as it deems necessary and/or appropriate.

II. Policy Committee Responsibilities

- (a) Make recommendations to the Board for final action regarding:
 - 1. Adoption of new policies or amendment of existing policies of the Fund;
 - 2. Actuarial-related matters, including, without limitation, adopting or changing actuarial assumptions or methods and determining the availability of cost-of-living adjustments (“**COLAs**”) and, if available, the amount of such COLAs; and
 - 3. Legislative matters.
- (b) Review feedback received from the Board and Executive Director regarding changes to Fund policies, including actuarial and legislative matters.
- (c) Review policies of the Fund periodically as recommended by the Executive Director to ensure compliance, effectiveness and consistency.
- (d) Engage with legal counsel of the Fund and other professional advisors as necessary in review of policies and policy-related matters.
- (e) Engage with the Fund’s actuary on actuarial matters, including its annual report, experience studies, actuarial assumptions and COLA determinations.
- (f) Engage with the Fund’s Executive Director and legislative consultant on any legislative matters.

Notwithstanding the above, the Policy Committee will not be responsible for (1) investment-related policies, which will be the responsibility of the Investment Committee or (2) policies related to disability retirement benefits, which will be the responsibility of the Benefits Committee.

III. Composition

- (a) The Policy Committee will consist of three (3) Trustees appointed annually by the Board Chairman (each, an “**Policy Committee Member**”). Each Policy Committee Member will serve for a one-year term.
- (b) In making an appointment of a Policy Committee Member, the Board Chairman may consider each individual Trustee’s experience or expertise and the individual Trustee’s ability, interest, and willingness to serve on the Policy Committee.
- (c) The Policy Committee Members will elect one Policy Committee Member to be the Chair of the Policy Committee (the “**Committee Chair**”) for a one-year term. The Committee Chair shall serve as the presiding officer of the Policy Committee.

IV. Meetings

- (a) A quorum of the Policy Committee consists of two Policy Committee Members, and the attendance of a quorum is required to hold a meeting. Any action of the Policy Committee requires two votes.
- (b) The Committee Chair (or designee) will preside over all Policy Committee meetings. The Policy Committee will meet as circumstances require.
- (c) All Policy Committee Members are expected to attend and prepare for each meeting. Any member of the Board may attend a Policy Committee meeting, provided that if a quorum of the Board may be present, the meeting will be posted and conducted as a Board meeting in accordance with the Texas Open Meetings Act. The Policy Committee may invite professional advisors and others to attend meetings and provide pertinent information as necessary.
- (d) The Executive Director of the Fund, in consultation with the Committee Chair, will determine the agenda items for a committee meeting. Meeting agendas will be prepared and provided in advance to Policy Committee Members, along with appropriate briefing materials.

ADOPTED by the Board of Trustees at its meeting of December 15, 2025