

## RETIRED MEMBER MAILING SERVICE POLICY

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### I. PURPOSE AND BACKGROUND

The purpose of this policy is to provide the members of MCERA with information necessary to conduct the business of the system, not information that advocates a particular point of view, and to cooperate with and assist a recognized retiree organization in distributing communications regarding membership in and retiree benefit programs available through the retiree organization to all or a portion of the retired members of the system. The addresses of MCERA retirees are confidential.

### II. POLICY GUIDELINES

The MCERA Executive Director may enter into an agreement with an organization, including a recognized retiree organization, authorizing MCERA to distribute, or cause to be distributed, written communication from such organization to the retired members of MCERA under the following conditions:

All communication information materials are subject to MCERA review and/or approval. The content of the communications shall be wholly the responsibility of the organization or recognized retiree organization, and the Board shall not have any liability for the content of those communications.

At the discretion of the Executive Director, the mailing service shall be performed by either MCERA staff or a MCERA approved mailing service vendor. The mailing service project timeline and vendors shall be at the discretion of the Executive Director. All incremental labor, material and postage costs associated with such mailing shall be borne solely by the requesting organization.

### III. POLICY REVIEW

This Policy is subject to change in the exercise of the Board's judgment. The Board will review this policy at least every five years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations. In the event of legislative changes to the pertinent sections addressed in this policy, the Board will review the policy as appropriate.

### IV. POLICY HISTORY

The Board adopted this policy on January 19, 2016.

This Policy was reviewed and amended by the Board of Retirement on January 20, 2021.