

Effective Fiduciary Governance Process and Reporting

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The "C"s of Governance

Collaboration

Central Repository

Centralization

Committees and Councils

Communication

Second Line (sounds like "C")

Collaboration

- Definition "Process of two or more people, entities or organizations working together to complete a task or achieve a goal"
 - Partnership between all three LODs
 - Invited guests at various committees/councils
 - Utilize external Roundtables to obtain advice on how other banks are handling different scenarios
 - Pre-Risk Tracker
 - Partnership between sub-LOBs
 - Administration/Operations/Investments
 - Self Identification of Issues within 1st LOD





Central Repository



Acceptance Hierarchy

Approval Grid



Conflicts of Interest

Create a repository of Conflicts of Interest controls



Framework Documents

Collateralization

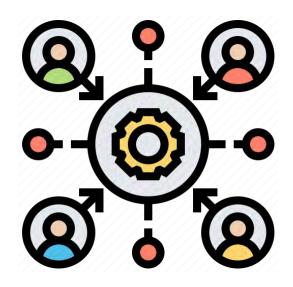
Regulation R

See appendix for example of COI Repository



Centralization

- Acceptance of new business
 - Approvals of trusts
 - Approvals of Unique Assets
- Account Opening
 - Distribution of client paperwork (e-sign)
- Cash and Asset Movement
 - Centralized Authentication
- Administrative Reviews
 - Exceptions charged to relationship manager, but cleared thru centralized team
- Account Closing





Committees and Councils

- Committees/Councils should include all risk items
 - Line of Business reviews
 - New/Closed accounts; Discretionary approvals
 - Policy/Procedure changes
 - Risk programs
 - Risk Assessments
 - Change Management
 - KRIs/KPIs
 - Operational Losses
 - Regulatory Change
 - Open Issues
 - Complaints
 - 1 LOD QC results
 - Exception monitoring
 - Administrative Review exceptions
 - Overdrafts
 - Uninvested Cash
 - Investment Exceptions (NETBH, Concentrations, Bancorp Holdings)
 - Categorization/Trending
 - 2nd and 3rd Line Reporting
 - Minutes
 - Good quality minutes are important Minutes should stand on their own



Communication

- Escalation
 - Don't be hesitant to communicate when there is an issue



- Guardrails around closure dates
 - Low/Moderate issues close within 18 months
 - High/Regulatory issues close within 12 months
 - Build in cushion to show sustainability of resolution



Second Line Partnership

- Rely on Second Line for expert opinions
 - Regulatory Compliance
 - Operational Risk
 - Legal Risk



Appendix – COI Repository Example

	Reference in W&AM		Pre-Acceptance	Council/Committee				
Conflicts of Interest Area			•	,			Mile e errore the economic	_
Commicts of interest Area	Policy	Procedure Name	Control	Oversight/Reporting	keporting	Controls	Who owns the control	Frequency

- Used the OCC Conflicts of Interest Handbook to document the Conflicts of Interest Area
- Reference the Article # from the Fiduciary Policy
- Reference the LOB procedure name and applicable section
- Mark an X if there is a control within the Pre-Acceptance process
- Mark an X if there is documentation being presented to a committee or council
- Mark an X if there is reporting in place
- Detail verbiage of the control within the Controls column
- Reference the Controls Owner
- Reference the Frequency (Daily/Weekly/Monthly/Annually)



Disclosures

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