

## WINCHESTER RETIREMENT BOARD

71 Mt. Vernon Street  
Winchester, MA 01890

### ***Board Members:***

Stacie A. Ward, Ex-Officio  
Robert A. Frary, Chairman  
Karen Manchuso, Elected Member  
Michael Lucas, Appointed Member  
Vacant, Fifth Member



Alice Munafo - *Administrator*

[amunafo@winchester.us](mailto:amunafo@winchester.us)

Phone: (781) 721-7127

Lauree DuBois – *Assistant*

[Ldubois@winchester.us](mailto:Ldubois@winchester.us)

Phone: (781) 957-5111

Fax: (781) 721-7156

The Winchester Retirement Board requests individuals interested in serving in a voluntary capacity as the Fifth Member of the Winchester Retirement Board submit a letter of interest listing qualifications no later than the end of business on Tuesday, November 5, 2024 at 12 Noon. In accordance with M.G.L. c. 32, s. 20(4) the Fifth Board Member will be appointed by the other four board members for a three-year term.

Winchester Retirement Board Members are fiduciaries of the Winchester Retirement System who are responsible for overseeing the administration of retirement benefits to over 900 active and retired public employees of 2 governmental units. Board Members perform their duties solely in the interest of its members and beneficiaries in accordance with Massachusetts General Laws, and the rules and regulations promulgated by the Public Employee Retirement Administration Commission (PERAC). The successful candidate must be available to attend Board meetings once a month.

Board Members are required to:

- Complete Conflict of Interest and Ethics training biannually
- Develop knowledge of Massachusetts Open Meeting Law
- Develop knowledge of Massachusetts General Laws, Chapter 32
- Attend meetings, seminars and education trainings as necessary
- Complete 18 hours of training during the term
- File an Annual Statement of Financial Interest with PERAC

Letters of interest, resumes and other qualifications may be mailed to Winchester Retirement System, 71 Mount Vernon Street, Winchester, MA 01890 or sent electronically to [amunafo@winchester.us](mailto:amunafo@winchester.us).

For additional information regarding the Fifth Member position, please contact Alice Munafo (781) 721-7127.

### **Prohibitions**

*Massachusetts General Law Chapter 32, s. 20(4)(b).* The Fifth Member shall not be an employee, a retiree or official (elected, appointed or volunteer) of the Town of Winchester or the Winchester Housing Authority.

*Massachusetts General Law Chapter 32, s. 20(47/8E).* No employee, contractor, vendor or person receiving remuneration, financial benefit or consideration of any kind, other than a retirement benefit or the statutory stipend for serving on the retirement board, from a retirement board or from a person doing business with a retirement board shall be eligible to serve on a retirement board; provided, however, that an employee of a retirement board may serve on a retirement board other than the retirement board by which the person is employed; and provided further, this subdivision shall apply only to individuals who first become members of a retirement board on or after April 2, 2012.

*840 Code of Massachusetts Regulations 1.03.* No individual who has been convicted of robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of state or federal law defined in Section 102(a) of the Comprehensive Drug Abuse Prevention and Control Act of 1970, murder, rape, kidnapping, perjury, assault with intent to kill, any crime described in Section 9(a)(1) of the Investment Company Act of 1940 (15 U.S.C. 80a-9(a)(1)), a violation of Section 302 of the Labor-Management Relations Act, 1947 (29 U.S.C. 186), a violation of Chapter 63 of Title 18, United States Code, a violation of Section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of Title 18 United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959 (29 U.S.C. 401), any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members of the labor organization or the beneficiaries of the employee benefit plan, or conspiracy to commit any such crimes, or a crime in which any of the foregoing is an element or has been found by the Public Employee Retirement Administration Commission or any court to have violated his/her fiduciary duty or has been found by the Ethics Commission or any court to have violated M.G.L. c. 268A, shall be permitted to serve as a member of a retirement board.