



Santa Barbara County Employees' Retirement System

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**DATE:** April 5, 2023

**Agenda Item # 5**

**TO:** SBCERS Board of Retirement Operations Committee

**FROM:** Cristal Rodriguez, Deputy General Counsel

**RE:** **Board Secretary Charter**

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**Recommended Action:**

That the Operations Committee recommend the Secretary of the Board Charter for approval by the full Board of Retirement or provide direction to staff for further amendment or research on the policy.

**Summary:**

The Secretary of the Board Charter sets forth the duties and responsibilities of the Secretary. There are no proposed revisions, with the exception of the recommendation that the charter be scheduled for review at least every five years; a change from every three years.

**Attachments:**

- Proposed Secretary of the Board Charter Redline
- Proposed Secretary of the Board Charter