

# **SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM**

## **CHAIR CHARTER**

### **INTRODUCTION**

The Chair of the Board of Retirement will take office in accordance with the Board's Bylaws. The Chair will exercise the powers and will perform the duties and functions specified herein.

### **DUTIES AND RESPONSIBILITIES**

The Chair will, from time to time, and as necessary for the efficient governance of the Board:

- a. Appoint members to Committees of the Board.
- b. Meet with and orient new members of the Board on current issues before the Board.
- c. Preside at meetings of the Board, ensuring that such meetings are conducted in an efficient manner and in accordance with The Ralph M. Brown Act and the Board's Bylaws.
- d. Guide the Board in achieving a harmonious atmosphere, while allowing full and open discourse.
- e. Work to ensure that Board deliberations are conducted with respect and professionalism.
- f. Ensure coordination of meetings, agendas, schedules and presentations, in consultation with the CEO.
- g. Facilitate effective and open communications among the Board and the CEO.
- h. Work to ensure that the Board discharges its duties and responsibilities as required by the California Constitution, the statutes governing the Board and SBCERS, the Board Charter, the Bylaws, other applicable laws and regulations, and the governance policies of the Board.
- i. Review and sign the minutes of Board meetings after the Board's approval.
- j. Carry out such other functions and duties as may be prescribed by the Board.

### **POLICY REVIEW**

This Charter shall be reviewed by the Retirement of Board at least every 5 years to ensure that it remains relevant and appropriate.

### **HISTORY**

This Charter was adopted by the Board of Retirement on October 26, 2011; reviewed April 23, 2014; revised September 27, 2017; reviewed June 24, 2020; and revised on April\_\_\_\_, 2023.