

SBCERS

Santa Barbara County Employees' Retirement System

DATE: April 26, 2023

Agenda Item # 5

TO: SBCERS Board of Retirement

FROM: SBCERS Board of Retirement Operations Committee

RE: **Board Secretary Charter**

Recommended Action:

That the Board of Retirement approve the Secretary Charter with proposed revisions as recommended by the Operations Committee or provide direction to staff or the Operations Committee 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