

**SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION**  
**POLICY ON THE ROLE OF THE CHAIR OF THE RETIREMENT BOARD**

**I. INTRODUCTION**

- A. At its first regular meeting in July of each year, the Board shall elect one of its members Chair, and that member shall hold office, effective immediately after the election, for a term of one year or until a successor is duly elected and qualified. Members may be elected to the position of Chair for up to two consecutive one-year terms, after which they must step down for at least one year before seeking re-election.

**II. DUTIES AND RESPONSIBILITIES**

- A. The Chair will exercise the powers and will perform the duties and functions as specified herein:
1. Recommend to the Board the appointment of committee members and committee chairs for standing and ad hoc board committees;
  2. Review and prepare with senior management the agenda for each board meeting. The Chair will request at the close of each Board meeting that trustees identify any items that they wish to include on future meeting agendas. In making their requests, trustees will keep in mind the purpose of Administrative and Investment Board meetings and attempt to limit their requests to inclusion of items on the appropriate meeting agenda. If a trustee would like to add an agenda item outside of a Board meeting, a description of the subject matter of all such requests will be submitted via email to the Chair, with a copy to the Chief Executive Officer, no later than Noon on the Tuesday nine (9) days before the Board meeting at which the trustee would like an item addressed, with the name of any speakers and all supporting written materials to be submitted via email to the Chair, with a copy to the Chief Executive Officer, no later than Noon on the Thursday seven (7) days before the Board meeting. All agenda items submitted in accordance with this procedure will be included on the requested date, unless the requesting trustee otherwise agrees;
  3. Preside at all board meetings, ensuring that such meetings are conducted in an efficient manner and in accordance with the By-laws, the Board Operations Policy, and public meeting laws set out in the *Ralph M. Brown Act* (California Government Code Section 54950 et seq.). The Chair shall refer to Robert's Rules of Order, Revised to resolve any disagreements that cannot be resolved by the instruments listed herein;

4. Act as the spokesperson for the Board, in coordination with the Chief Executive Officer as SDCERA's primary spokesperson, communicating only approved positions of the Board;
5. Review expenses of the Chief Executive Officer;
6. Call special meetings of the Board as necessary in accordance with the provisions of Government Code 54956;
7. Co-ordinate the Board self-evaluation process and the Chief Executive Officer performance evaluation process in accordance with the Board Self-Evaluation Policy and the Chief Executive Officer Performance Evaluation Policy respectively; and
8. Be available to support committee chairs in the exercise of their duties.

**REVIEW**

This policy shall be reviewed by the Board at least every three (3) years and may be amended at any time.

**HISTORY**

April 1, 2004	Adopted, effective July 1, 2004
October 4, 2007	Revised, effective immediately
April 5, 2012	Revised, effective immediately
October 2, 2014	Revised, effective immediately
March 15, 2018	Reviewed, no changes

**SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION**  
**POLICY ON THE ROLE OF THE VICE-CHAIR OF THE RETIREMENT BOARD**

**I. INTRODUCTION**

- A. At its first regular meeting in July of each year, the Board shall elect one of its members Vice-Chair, and that member shall, effective immediately after the election, hold office for a term of one year or until a successor is duly elected and qualified.

**II. DUTIES AND RESPONSIBILITIES**

- A. The Vice-Chair will exercise the powers and will perform the duties and functions as specified herein:
  - 1. Temporarily assume the duties of the Chair when the Chair is absent;
  - 2. Assume the position of Chair for the balance of the term of the Chair, in the event the Chair becomes ineligible or unable to complete his or her term, and
  - 3. Co-ordinate the board self-evaluation process and the chief executive officer performance evaluation process in accordance with the Board Self-Evaluation Policy and the Chief Executive Officer Performance Evaluation Policy respectively.
- B. When serving as the Chair, the Vice-Chair shall have all of the powers of the Chair and shall assume all of the duties of the Chair.

**REVIEW**

This policy shall be reviewed by the Board at least every three (3) years and may be amended at any time.

**HISTORY**

April 1, 2004	Adopted, effective July 1, 2004
October 4, 2007	Revised, effective immediately
April 5, 2012	Revised, effective immediately
March 15, 2018	Reviewed, no changes

**SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION**  
**POLICY ON THE ROLE OF THE SECRETARY OF THE RETIREMENT BOARD**

**I. INTRODUCTION**

- A. At its first regular meeting in July of each year, the Board shall elect one of its members Secretary, and that member shall, effective immediately after the election, hold office for a term of one year or until a successor is duly elected and qualified.

**II. DUTIES AND RESPONSIBILITIES**

- A. The Secretary will exercise the powers and will perform the duties and functions as specified herein:
  - 1. Review and sign the minutes of each board meeting, ensuring their accuracy and completeness;
  - 2. Assume the position of Vice-Chair in the event the Vice-Chair is unable to complete his or her term or assumes the position of Chair;
  - 3. Temporarily assume the duties of Chair when the Chair and Vice-Chair are both absent; and
  - 4. Co-ordinate the board self-evaluation process and the chief executive officer performance evaluation process in accordance with the Board Self-Evaluation Policy and the Chief Executive Officer Performance Evaluation Policy respectively.
- B. When serving as the Chair or Vice-Chair, the Secretary shall have all of the powers and assume all of the duties of said positions.

**REVIEW**

This policy shall be reviewed by the Board at least every three (3) years and may be amended at any time.

**HISTORY**

April 1, 2004	Adopted, effective July 1, 2004
October 4, 2007	Revised, effective immediately
April 5, 2012	Revised, effective immediately
March 15, 2018	Reviewed, no changes