

**FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (FCERA)
CHAIR CHARTER**

I. Introduction

- 1) The Board of Retirement will elect one (1) board member as Chair to hold office for a period of one (1) year or until a successor is duly elected and qualified. The Chair will exercise the powers and will perform the duties and functions specified herein.

II. Duties and Responsibilities

- 1) The Chair will:
 - a) Preside at meetings of the Board, ensuring that such meetings are conducted in a lawful, efficient, and effective manner;
 - b) Ensure coordination of board meetings, agendas, schedules, and presentations, in consultation with the Retirement Administrator;
 - c) Recommend to the Board members to be appointed to standing, ad hoc, or special committees, after seeking input from the Board during board meetings;
 - d) In situations that call for an official spokesperson to communicate on behalf of the FCERA, determine jointly with the Retirement Administrator who will act in such capacity on a case-by-case basis;
 - e) Review travel and other job-related expenditures of the Retirement Administrator;
 - f) Review and approve travel and other job-related expenditures for the other board members. (The Chair's travel expenditures are reviewed by the Vice Chair.);
 - g) Discuss and assess the concerns of any board member about the conduct of the Board or the conduct of individual board members, and take appropriate action, consulting with legal counsel, if necessary;
 - h) Execute all agreements with the primary service providers;
 - i) Sign subpoenas if the Secretary to the Board is unavailable; and
 - j) Carry out such other functions and duties as may be prescribed by the Board.

III. Charter Review and History

- 1) The Board shall review this charter at least every three years.
- 2) This Charter was adopted by the Board on April 4, 2007.
- 3) The Board of Retirement reviewed this Charter on August 4, 2010 and October 7, 2015.

IV. Secretary's Certificate

I, Donald Kendig, the duly appointed Secretary of the Fresno County Employees' Retirement Association, hereby certify the adoption of this Policy.

October 7, 2015

Date of Action:

Donald C. Kendig

By: Retirement Administrator