

SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM

SECRETARY CHARTER

INTRODUCTION

The Board of Retirement will elect one Board member as Secretary to hold office in accordance with the Board's Bylaws.

DUTIES AND RESPONSIBILITIES

The Secretary will:

- a. Assume the duties and responsibilities of the Chair as set forth in the Chair Charter in the event that neither the Chair nor the Vice-Chair is able to fulfill the duties of the position.
- b. Assist the Chair and Vice-Chair in the performance of their duties as the Chair may direct, including orientation of new Board members.
- c. Consult with staff and execute such documents and minutes of the Board of Retirement meetings that the Chair or CEO shall request.

POLICY REVIEW

This Charter shall be reviewed by the Retirement 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 23, 2013; reviewed April 23, 2014, September 27, 2017, and June 24, 2020; and revised on April _____, 2023.