

# 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 reviewed and~~ June 24, 2020; ~~;~~ and revised on April \_\_\_\_\_, 2023.