

**SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM**  
**OPERATIONS COMMITTEE CHARTER**

**INTRODUCTION**

Pursuant to SBCERS Bylaw 705(a), the Board of Retirement ("Board") of SBCERS has established a standing committee known as the Operations Committee (the "Committee"). The Board recognizes the need to outline the responsibilities of the various decision-making bodies involved in the governance and management of the SBCERS. Accordingly, the Board has established this Charter, which sets out the duties and responsibilities of the Committee.

**COMPOSITION**

Pursuant to Bylaw 705(a), the Committee is comprised of three Board members appointed by the Chair of the Board of Retirement and shall include at least one elected member and at least one appointed member. The Board Chair may in addition appoint an alternate committee member who may participate in Committee deliberations and vote in the absence of a Committee member.

**DUTIES AND RESPONSIBILITIES**

**Responsibilities with Respect to Policy Review**

- a. Pursuant to the Board Policy Development Process, the Committee shall review new Board of Retirement policies and charters as presented by the CEO, shall make recommendations to staff for revision of such policies, and shall present recommendations with supporting documentation to the Board for approval following completion of its review.
- b. With respect to existing governing documents, including without limitation the SBCERS Bylaws, other regulations, policies and charters, the Committee shall conduct periodic reviews of such policies, shall recommend revisions to such policies as appropriate, and shall present recommendations for continuation of such policies, with or without proposed revisions following the completion of its review.

**Responsibilities with Respect to Human Resources**

Pursuant to the Board's CEO Review Guidelines, the Committee shall coordinate the CEO's performance evaluation process annually, as more specifically provided for in the CEO Review Guidelines.

**Other Duties**

Pursuant to Bylaw 705(a), at the request of the Board, the Committee may investigate and advise the Board on any subject that pertains to the operations of the Board or the Retirement System.

**POLICY REVIEW**

This Policy 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 September 27, 2017; and revised on June 24, 2020 and April\_\_\_\_, 2023.