

# **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.

### **HISTORY**

This Charter was adopted by the Board of Retirement on October 23, 2013; reviewed April 23, 2014 and reviewed September 27, 2017.