

## **Introduction**

1. The Chair of the Board will appoint Committees of the Board as prescribed in OCERS By-Laws and designate Board members to serve on those Committees. One Board member shall be appointed as Committee Chairperson. Committee Chairs will coordinate the affairs of their assigned committees with the assistance of OCERS Administration.

## **Duties and Responsibilities**

2. With regard to their assigned committees, Committee Chairs will:
  - a. Preside at all meetings, ensuring that meetings are conducted in an efficient manner and in accordance with *The Ralph M. Brown Act, "California Government Code Section 54950, et. seq."* and the principles embodied in the *OCERS Rules of Parliamentary Procedure*;
  - b. Guide the committee in achieving a harmonious atmosphere while allowing full and open debate;
  - c. Ensure coordination of meetings, agendas, schedules, presentations, and consultation with the OCERS Administration;
  - d. Work to ensure that committee deliberations are conducted with respect and professionalism;
  - e. Work to ensure that the committee discharges its duties and responsibilities as set forth in its charter, the By-Laws, and the governance policies of the Board;
  - f. Facilitate effective and open communications between the committee, the Board and the CEO;
  - g. On behalf of the committee, report to the Board on the activities of the committee; and
  - h. Carry out such other functions and duties that may be prescribed by the Board or the Chair.

## **Charter Review**

3. The Governance Committee will review this charter at least once every three (3) years and recommend any amendments to the Board for approval as necessary to ensure that the charter remains relevant and appropriate.

## **Charter History**

4. This charter was adopted by the Board of Retirement on November 18, 2002 and revised on July 20, 2015.



# OCERS Board Charter Committee Chair Charter

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## Secretary's Certificate

I, the undersigned, the duly appointed Secretary of the Orange County Employees Retirement System, hereby certify the adoption of this policy.



7/20/15

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Steve Delaney, Secretary of the Board

Date