



PRESIDENT AND VICE PRESIDENT OF THE RETIREMENT BOARD TERMS OF REFERENCE

Introduction

- 1) The Board shall, generally at its first regular meeting in June of each year, elect one of its members President, and that member shall hold office for a term ending the first meeting in June of the next succeeding year or until a successor has been elected.
- 2) The Board shall, generally at its first regular meeting in June of each year, elect one of its members Vice President, and that member shall hold office for a term ending the first meeting in June of the next succeeding year or until a successor has been elected.

Duties and Responsibilities - President

- 3) The President will exercise the powers and will perform the duties and functions as specified herein:
 - a) Recommend to the Board the appointment of trustees and a chair to each standing committee by the following Board meeting after the President is elected, as well as replacements for such positions as the President deems to be appropriate thereafter;
 - b) Meet with Executive Director for President orientation, and then with each trustee within 60 days of being elected to assist the Executive Director with orientation to SFERS and its Board;
 - c) Preside at all Board meetings, ensuring that such meetings are conducted in an efficient manner and in accordance with the San Francisco Sunshine Ordinance (Administrative Code, Chapter 67), the public meeting laws in the Ralph M. Brown Act (California Government Code Section 54950 et seq.), and the principles embodied in Robert's Rules of Order, Revised;
 - d) Act as the spokesperson for the Board, subject to the terms of the Communications Policy;
 - e) Work to ensure that the Board discharges its duties and responsibilities as set forth in its terms of reference, the Bylaws, and the governance policies of the Board, and

effectuate compliance, reporting and sanctions, as appropriate, in accordance with SFERS' Code of Fiduciary Conduct, Ethics and Governance.

- f) Support the committee chairs in the exercise of their duties; and
- g) Communicate regularly with the Executive Director on topics, including without limitation: (i) regular Board meeting agendas at least one week before each such meeting, and rolling 12 month forward calendars, with a focus on SFERS priorities, (ii) significant media inquiries the Executive Director, Board or stakeholders have received regarding SFERS; and (iii) stakeholder relations strategy and management.

Duties and Responsibilities – Vice President

- 4) The Vice President will exercise the powers and will perform the duties and functions as specified herein:
 - a) Assume the duties of the President when the President is absent, or when the President shall designate the Vice President to act; and
 - b) Temporarily act for the President in the event of death, resignation, removal from office, or permanent disability of the President.
- 5) When acting for the President, the Vice President shall have all of the powers of the President and shall assume all of the duties of the President.

Review

- 6) The Board shall review these terms of reference at least every five years.

History

- 7) These terms of reference were adopted by the Board on May 19, 2003. These terms of reference were reviewed by the Board on July 11, 2006; July 13, 2010; May 14, 2014; November 2, 2017; July 10, 2019; The President and Vice President Terms of Reference were combined and approved May 18, 2023.