

## **POLICE & FIRE DEPARTMENT RETIREMENT PLAN**

### **Board Chair Charter**

- 1) At its last regular meeting of the calendar year, the Board shall seek nominations for the position of Board Chair from among its members, and elect one of the nominees to serve as Board Chair, effective the next regular or special board meeting.
- 2) The Board Chair shall serve for a one-year term and there shall be no limit on the number of terms that may be served.
- 3) The primary role of the Board Chair is to help ensure board meetings are as efficient and productive as possible. The balance of this charter elaborates on the role of the Board Chair.
- 4) The Board Chair shall:
  - a) Preside over meetings of the Board in accordance with applicable laws, policies of the Board, and applicable rules of order.
  - b) Work with the CEO to:
    - i) Establish the agenda for each board meeting.
    - ii) Co-ordinate board meetings, schedules, and presentations.
  - c) Call special meetings of the Board, as required.
- 5) The Board Chair shall attempt to ensure committees are as effective as possible by:
  - a) Appointing members and a chair for each ad hoc committee of the Board.
  - b) Being available to support committee chairs as necessary.
- 6) The Board Chair shall facilitate effective and open communications by serving as a conduit when necessary between the Board and the CEO.
- 7) The Board Chair shall serve on the Joint Personnel Committee unless the Board determines otherwise.
- 8) The Board Chair or the Board Chair's designee shall serve as the Board's labor negotiator.
- 9) The Board Chair shall also be responsible for:
  - a) Promoting awareness of the Code of Conduct among board members.
  - b) Promoting the general cohesiveness and effective functioning of the Board.

### **POLICY REVIEW & HISTORY**

- 10) The Board shall review this charter at least once every three years.
- 11) The Board adopted this charter on May 3, 2012; amended on June 15, 2017; March 1, 2018.