

POLICE & FIRE DEPARTMENT RETIREMENT PLAN**VICE-CHAIR CHARTER****RECOMMENDED EDITS BY GOVERNANCE COMMITTEE ON NOVEMBER 26, 2018**

- 1) Working in partnership with the Board Chair, the primary role of the Board Vice-Chair is to help ensure that board meetings and operations are as efficient and productive as possible.
- 2) The Board Vice-Chair shall carry out the duties of the Board Chair in the Chair's absence.
- 3) In the event of a mid-term vacancy in the Board Chair position, the Board Vice-Chair shall immediately assume the position of Board Chair for the balance of the term.
- 4) The Board Vice-Chair shall work collaboratively as a peer with the Board Chair to establish the agenda for each Board meeting based upon the operational needs of the Plan and the direction of the Board.
- 5) The Board Vice-Chair shall:
 - a. Assist the Board Chair in coordinating board meeting schedules, agendas, and meeting presentations.
 - b. Provide general support and assistance to the Board Chair and act as a sounding board.
 - c. Carry out specific tasks as assigned by the Board Chair and the Board.
- 6) The Board Vice-Chair shall not chair any committee of the Board.
- 7) The Board Vice-Chair shall also be responsible for working with the Board Chair to promote awareness of the Code of Conduct among board members.

POLICY REVIEW & HISTORY

- 8) The Board shall review this charter at least once every three years.
- 9) The Board adopted this charter on [month, day, 2018].