

**POLICE & FIRE DEPARTMENT RETIREMENT PLAN  
VICE-CHAIR CHARTER**

- 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) 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 Plans and the direction of the Board.
- 4) 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 Chair and act as a sounding board.
  - c. Carry out specific tasks as assigned by the Chair and the Board.
- 5) The Board Vice-Chair shall not Chair any committee or, with the exception of the Joint Personnel Committee, sit on a committee jointly with the Board Chair.
- 6) 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**

- 7) The Board shall review this charter at least once every three years.
- 8) The Board adopted this charter on August 3, 2017