

## FEDERATED CITY EMPLOYEES' RETIREMENT SYSTEM

### BOARD CHAIR CHARTER

- 1) At its last regular meeting of the calendar year, the Board will 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 will 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 will:
  - 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 Director 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 will attempt to ensure committees are as effective as possible by:
  - a) Recommending for Board approval the board members and chairs to serve on each standing committee of the Board.
  - b) Appointing members and a chair for each ad hoc committee of the Board.
  - c) Being available to support committee chairs as necessary.
- 6) The Board Chair will facilitate effective and open communications by serving as a conduit when necessary between the Board and the Director:
- 7) The Chair will also be responsible for:
  - a) Promoting awareness of the Code of Conduct among board members.
  - b) Coordinating, with the Vice-Chair and Director, the Board's self assessment in accordance with the Board Self-Evaluation Policy.
  - c) Promoting the general cohesiveness and effective functioning of the Board.

### POLICY REVIEW & HISTORY

- 8) This charter will be reviewed at least every three years.
- 9) **The Board adopted this charter on May 17, 2012.**