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**TITLE:** Administrative Committee Charter

**EFFECTIVE DATE:** September 12, 2013

**BOARD ADOPTION:** September 12, 2013

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## **INTRODUCTION**

The Board has established an Administrative Committee to assist the Board in overseeing the governance, operational, financial, legal, and human resource functions of the Seattle City Employees' Retirement System.

## **STRUCTURE**

The Board shall appoint three members of the Board to serve as the Administrative Committee. In addition, any Board member may attend, vote, and be counted for purposes of determining a quorum at an Administrative Committee meeting. Two members of the Board shall constitute a quorum for the committee to take action.

## **DUTIES AND RESPONSIBILITIES**

### Governance

The Administrative Committee will:

1. Recommend modifications of existing charters of responsibilities for the Board, particular Board Members, and Board committees, and develop new charters as deemed necessary or on request of the Board;
2. Recommend to the Board modifications to the Board Committee structure;
3. Recommend to the Board policies to ensure appropriate governance practices on the part of the Board;
4. Coordinate the Board self-evaluation process; and
5. Nominate candidates for the non-voting positions of the Investment Advisory Committee.

### Operations, Finance and Legal

The Administrative Committee will provide the Board with recommendations on the following matters:

1. Operating budget and business plan;
2. Settlements or other legal actions involving SCERS; and
3. Office infrastructure, staffing, and other administrative matters.

### Human Resources

The Committee shall:

1. Establish a process to evaluate the performance of the Executive Director and to recommend his or her compensation level;
2. Recommend service providers to assist in evaluating the Executive Director's performance; and
3. Conduct an Executive Director hiring process when the Executive Director position is vacant.

## Monitoring and Reporting

The Administrative Committee will assist the Board with its oversight responsibilities by monitoring:

1. Timely completion of strategic business plans, milestones and performance metrics;
2. Compliance with the operating budget;
3. Compliance with, and the continued appropriateness of, the Board's governance policies; and
4. Litigation matters involving SCERS.

The Administrative Committee will perform any other duties that may be assigned to it by the Board.

The Administrative Committee will report regularly to the Board on its activities.

The Administrative Committee will meet no less than quarterly.

### **POLICY REVIEW**

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.