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**TITLE:** Secretary of the Board Charter

**Effective Date:** September 10, 2020

**BOARD ADOPTION:** April 11, 2013

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### **INTRODUCTION**

The position of Secretary of the Board of Administration (Board) is promulgated by authority of section 4.36.500 of the Seattle Municipal Code.

4.36.500E “The Chair of the Finance Committee of the City Council, or the chair of the Committee’s successor, shall be ex officio Chair, the Seattle Human Resources Director ex officio Secretary, and the Director of Finance ex officio Treasurer of the Board.”

### **DUTIES AND RESPONSIBILITIES**

In addition to those specified in the Charter of responsibilities of the Board as a whole, the Secretary will periodically review SCERS’s practices and procedures regarding:

1. Recording and publishing minutes of Board of Administration meetings;
2. Creating and publishing the Annual Report of the Retirement System; and
3. Maintaining the official records of the Retirement System.

The Secretary’s review of items 1 through 3 above shall be accomplished by examining a report on such practices and procedures produced by SCERS’s staff, to be prepared and presented to the Secretary annually.

The Secretary shall also carry out other functions and duties as prescribed by the Board.

### **CHARTER REVIEW**

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