



TITLE: Secretary of the Board Charter

EFFECTIVE DATE: April 11, 2013

BOARD ADOPTION: April 11, 2013

INTRODUCTION

The position of Secretary of the Board of Administration (Board) is promulgated by authority of section 4.36.130 of the Seattle Municipal Code.

4.36.130E "The Chair of the Finance and Budget Committee of the City Council shall be ex officio chair, the Personnel 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 have the power and responsibility to ensure that adequate practices and procedures are in place in order to:

1. Record and publish minutes of Board of Administration meetings;
2. Create and publish the Annual Report of the Retirement System; and
3. Maintain the official records of the Retirement System.

CHARTER REVIEW

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