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**TITLE:** Board Chair Charter

**Effective Date:** November 9, 2023

**BOARD ADOPTION:** November 9, 2023

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**INTRODUCTION:**

The position of Chair 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:**

The Chair will exercise the powers and will perform the duties and functions specific below, in addition to those specified in the Charter of responsibilities of the Board as a whole:

1. Recommend to the Board the members and chairs to serve on each Committee;
2. Preside at meetings of the Board, ensuring that such meetings are conducted in an efficient manner and in accordance with open public meeting laws and agreed-upon Rules of Order, including setting the dates and times of meetings; however, in the absence of the Board Chair, the longest serving Board Member will preside;
3. Ensure coordination of meetings, agendas, schedules, and presentations in consultation with the Executive Director;
4. Serve as spokesperson for Seattle City Employees’ Retirement System (SCERS) in situations where the Board so decides, or designate another Board member to do so;
5. In the case of a Board vacancy under Seattle Municipal Code 4.36.500D in consultation with the other Board members, interview prospective candidates to fill the vacancy, discuss with them the needs of the Board, time commitment and responsibilities, and make a recommendation to the Seattle City Council for their approval.
6. 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 that it remains relevant and appropriate.