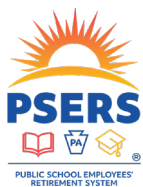


PSERS Committee Chair & Vice Chair Position Description

The duties of the Committee Chair (and in the absence of the Committee Chair, the Committee Vice Chair) include the following:

1. In consultation with the Executive Director and other committee members, schedule dates, times, and location for meetings.
2. Organize and conduct meetings in accordance with the Bylaws, established rules of order, and legal requirements.
3. Assign specific tasks or duties to the Vice Chair, as needed.
4. Annually, with input from the Executive Director and the committee liaison, establish a committee work plan to guide the development of agendas, factoring in PSERS strategic plan priorities and goals, which are within the purview of the committee, with the work plans submitted to the Board for approval.
5. In consultation with the Executive Director or committee liaison, as delegated by the Executive Director, actively engage committee members in setting the strategic agenda, as well as in establishing and confirming an agenda for each meeting.
6. In coordination with the Executive Director or committee liaison, as delegated by the Executive Director, seek to have the meeting agenda and relevant documents consistently circulated to the Board at least 7 days in advance of the meeting. Consider whether appropriate time for consideration has been provided for pre-decisional meeting materials.
7. In coordination with the Executive Director, or committee liaison, as delegated by the Executive Director, arrange for committee members to discuss meeting materials with PSERS staff or consultants and have any questions addressed.
8. Provide leadership and ensure that the committee performs its responsibilities described in the committee charter.
9. Ensure there is sufficient time during each meeting to fully discuss agenda items.
10. Ensure that discussion on agenda items is relevant, productive, and professional.
11. In coordination with the Executive Director, oversee the taking of minutes that are complete, accurate, retained, reviewed, and approved at the next meeting.
12. Keep the Board Chairperson and Board informed of committee actions and present recommendations to the Board.
13. Chair executive session meetings as required.



PSERS Committee Chair & Vice Chair Position Description

Document Properties

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Summary of Changes:

Date	Version	Author	Summary
June 17, 2022	1.0	Governance and Administration Committee	