

SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION
POLICY ON THE ROLE OF THE EXECUTIVE COMMITTEE

I. PURPOSE

The Board has established the Executive Committee (the “Committee”) to assist it in fulfilling the Board’s responsibilities regarding:

- A. Interfacing with the Chief Executive Officer concerning operational and strategic matters.
- B. Assisting in scheduling and coordinating the Board’s self-evaluation under the Board’s Self-Evaluation Policy.
- C. Assisting in coordinating and overseeing the Board’s performance evaluation of the Chief Executive Officer pursuant to the Board’s Chief Executive Officer Performance Evaluation Policy.

II. STRUCTURE

A. Membership and Meetings

- 1. The Committee shall consist of three (3) members of the Board including the Chair, Vice Chair, and Secretary as the members holding such positions may change from time to time.
- 2. The Chair will serve as chair of the Committee, with the Vice Chair and Secretary serving as additional members.
- 3. The time and location, agendas, materials, quorum and voting, attendance, rules of order, and recording of minutes of all committee meetings shall be conducted in accordance with the effective Board Operations Policy.

B. Power and Authority

- 1. All motions or formal business transacted by the Committee is subject to Board approval at a regularly scheduled board meeting, except in cases where the Board has granted the Committee specific authorities or powers to act on its own. The Committee Chair is responsible for presenting Committee recommendations to the Board for formal action.
- 2. The Committee may use the services of the organization’s General Counsel or other advisors to the organization as needed in its discretion.

III. DUTIES AND RESPONSIBILITIES

A. Interfacing with the Chief Executive Officer

- 1. The Committee will meet with the Chief Executive Officer at least quarterly to discuss operational issues, the implementation of SDCERA’s strategic plan, the implementation of Board initiatives, achievement of the Chief Executive Officer’s goals and objectives, and such other matters as the Committee in its discretion wish to discuss with the Chief

Executive Officer.

2. The Committee will report to the Board concerning these discussions as needed and in a manner consistent with other Board policies.

B. The Board's Self-Evaluation

1. The Committee will perform the functions described for it in the Board's Self-Evaluation Policy.

C. Chief Executive Officer's Performance Evaluation

1. The Committee will perform the functions described in the Chief Executive Officer Performance Evaluation Policy.

COMMITTEE SELF-EVALUATION AND REVIEW

The Board will review this policy at least every three (3) years to ensure that it remains relevant and appropriate. The Committee will evaluate its own performance on an annual basis, including its compliance with this policy. It will also review this policy and provide the Board with any recommendations for changes in policies or other procedures governing the Committee annually.

HISTORY

April 5, 2012	Adopted, effective immediately
June 4, 2015	Reviewed, no changes