MENDOCINO COUNTY EMPLOYEES RETIREMENT ASSOCIATION

EXECUTIVE DIRECTOR CHARTER

I. PURPOSE AND BACKGROUND

The Board of Retirement will appoint an Executive Director who will serve at its pleasure. The Executive Director is the most senior executive of MCERA and is not subject to county civil service and merit system rules (GC 31522.2). This charter sets out the roles and responsibilities of the Executive Director.

The Board has delegated to the Executive Director responsibility for the administration and management of MCERA consistent with the policies of the Board. The Executive Director's executive responsibilities extend to all aspects of MCERA, including but not limited to:

1. Administrative and Governance Support to the Board;
2. Strategic Planning;
3. Investment Administration;
4. Funding and Actuarial Activities;
5. Human Resource Management;
6. Operations and Member Services;
7. Financial, Budget and Audit Functions;
8. Governmental Affairs/Media Relations;
9. Legal Affairs; and
10. Service Provider Selection.

II. EXECUTIVE DIRECTOR RESPONSIBILITIES

The Executive Director will provide leadership for MCERA staff in implementing the programs necessary to achieve the mission, goals and objectives established by the Board. The Executive Director will manage the day-to-day affairs of MCERA in accordance with policies established by the Board, and may delegate duties to staff as necessary.

The Executive Director will provide support to the Board and its committees in establishing all policies of the board. Such support will include identifying and analyzing issues requiring Board policy, and providing policy recommendations for consideration by the Board or its Committees. The Executive Director will be responsible for ensuring that all policies are implemented.

The Executive Director will provide the Board with relevant, appropriate and timely information to enable it to properly carry out its oversight, governance and strategic planning responsibilities. Furthermore, the Executive Director will apprise the Board in a timely manner of all significant issues, problems, or developments pertaining to MCERA, and provide recommended courses of action.

III. EXECUTIVE DIRECTOR DUTIES

A. Administrative and Governance Support to the Board

The Executive Director will:

1. Recommend to the Board, as necessary, policies to ensure appropriate governance practices;
2. Assist the Board in developing and implementing its Strategic Plan, Governance Policies and Bylaws;
3. Provide all support in arranging and coordinating Board and committee meetings, and related presentations and materials; and
4. Coordinate board member education and travel.

B. Investment Administration

The Executive Director will:

1. Recommend to the Board an Investment Policy Statement which will include investment objectives;
2. Recommend to the Board strategies for achieving the investment objectives;
3. Implement Board approved strategies by developing investment manager structures with respect to:
    a. The number of investment manager mandates to be established; and
    b. The size of each investment manager mandate.
4. Coordinate studies of the relationship between the assets and liabilities of MCERA;
5. Ensure execution of portfolio rebalancing, portfolio transitions and cash management in accordance with Board approved policies;
6. Ensure that necessary research is performed into investment trends, issues, and opportunities that may have implications for the investment program of MCERA and ensure that the Board receives necessary information and education;
7. Ensure that all necessary investment manager due diligence is being performed in accordance with applicable policies of the Board.
8. Recommend to the Board, for ratification, the appointment of the following core service providers, if deemed necessary by the Board:
    a. Custodial bank;
    b. Investment consultant;
    c. Investment managers, including transition managers;

d. Securities lending managers;
e. Proxy-voting advisors;
f. Directed commission brokers; and
g. Other service providers as deemed appropriate.

C. Benefits Administration

The Executive Director will:

1. Recommend to the Board policies to ensure effective administration of member benefits;
2. Ensure accurate payment of benefits to members, and address problems or errors in accordance with established policies and procedures;
3. In consultation with medical evaluators and legal counsel, present applications for disability retirement to the Board for appropriate action by the Board.
4. Present to the Board any benefit applications or provisions that require a Board interpretation or decision, along with supporting analysis and recommendations;
5. Discuss annual cost-of-living adjustments with the Board;
6. Maintain accurate records of member accounts;
7. Develop staff policies and procedures to ensure effective and efficient administration of member benefits.
8. Provide the Board with recommendations concerning potential discretionary benefits allowed under the County Employees' Retirement Law (CERL); and
9. Ensure delivery of high standards of service to members including calculations and counseling.

D. Operations

The Executive Director will:

1. Recommend to the Board policies to ensure effective and secure operations;
2. Recommend an annual operating Budget to the Board and provide quarterly Budget reviews;
3. Authorize payments related to the administration of MCERA, consistent with delegated authority, the Operating Budget and internal controls of MCERA;
4. Execute contracts on behalf of the Board of Retirement when funds are budgeted in the MCERA annual budget except for those contracts specifically reserved for approval by the Board of Retirement;
5. Execute contracts up to $25,000 in emergencies when necessary to protect MCERA and members of the Association; such contracts shall be reported to the Board at the earliest possible time, but no later than the next scheduled Board meeting;
6. Account for and ensure appropriate collection, deposit, and distribution of funds as required;
7. Implement internal operational control policies;
8. Ensure the appropriate design, acquisition, implementation, and maintenance of all technological systems required to administer MCERA;

9. Maintain the records of MCERA in accordance with applicable policies in a secure and readily accessible format; and
10. Coordinate staff travel in accordance with applicable policy.

E. Finance, Actuarial and Accounting

The Executive Director will:

1. Recommend to the Board, as appropriate, financial, accounting, and actuarial policies;
2. Implement appropriate internal financial controls to safeguard the assets of MCERA;
3. Coordinate the actuarial valuation, and periodic actuarial experience studies and audits; and
4. Before December 31of each year, file in the office of the County Auditor and with the board of supervisors a report on the financial condition of MCERA at the close of the preceding June 30 and its financial transactions for the year ending on that day.

F. Human Resources

The Executive Director will:

1. Regularly assess the human resource needs of MCERA and establish appropriate human resource programs and procedures, consistent with the human resources and compensation policies of the Board or when appropriate, of the County of Mendocino;
2. Oversee the hiring, management, and termination of staff; and
3. Ensure appropriate staff succession provisions are in place to ensure continuity in all MCERA operations.
4. Develop training and job development programs for MCERA staff.

G. Legislation and Litigation

The Executive Director will:

1. Recommend for Board approval, legislative proposals to be initiated, supported, or opposed by the Board;
2. Coordinate with legal counsel all legal proceedings involving MCERA and provide recommendations to the Board;
3. Consult with legal counsel on all legal proceedings involving MCERA; and
4. Develop and implement plans to comply with legislation and court rulings.

H. Communications

The Executive Director will:

1. Ensure effective and timely communications and working relationships with members and stakeholders on benefits and other appropriate matters relating to the administration of MCERA. Such communications may include press releases, newsletters, presentations, and internet communications; and

2. In situations that call for an official spokesperson to speak on behalf of the MCERA, jointly determine with the Chair, on an issue-by-issue basis, who will act in such capacity.

IV. CHARTER REVIEW

This Charter is subject to change in the exercise of the Board's judgment. The Board shall review this Charter at least every three years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations. In the event of legislative changes to the pertinent sections addressed in this Charter, the Board will review the Charter as appropriate.

V. CHARTER HISTORY

This Charter was adopted by the Board of Retirement on March 20, 2013.

This Charter was reviewed and amended by the Board of Retirement on May 18, 2016.

This Charter was reviewed and amended by the Board of Retirement on December 14, 2016.

This Charter was reviewed and amended by the Board of Retirement on August 15, 2018.

This Charter was reviewed and amended by the Board of Retirement on September 19, 2018.

This Charter was reviewed by the Board of Retirement on January 16, 2019.