



Administrative Committee Charter

I. Establishment

- A) The Board of Retirement established the Administrative Committee to assist in overseeing administrative and governance functions.
- B) The Board Chair appoints members to the Committee, in accordance with the SJCERA Bylaws. The Committee must include at least one member who was elected to the Board by the membership.

II. Meetings

- A) The Committee meets semiannually:
 - 1) Generally in November, to review the proposed budget and as needed to address mid-year budget adjustment (if any), or any other issue determined by the Committee Chair in consultation with the CEO and Board Chair as appropriate.
 - 2) Generally in June, to provide any input on the development or revision of SJCERA's bylaws, Board policies, and Committee Charters (if any), or any other issue determined by the Committee Chair in consultation with the CEO and Board Chair as appropriate.

III. Responsibilities

- A) Financial
 - 1) Review SJCERA's proposed annual budget and make a recommendation to the Board regarding adoption.
 - 2) Review staff's request for a budget adjustment, if any, and make a recommendation to the Board regarding adoption.
 - 3) Review, develop and recommend to the Board for approval initiatives that would have a significant budgetary impact such as proposals to move office location or implement a new pension administration system.
- B) Human Resources
 - 1) Coordinate the recruitment process for the position of Retirement Administrator/Chief Executive Officer and recommend one or more candidates to the Board.
 - 2) Perform or coordinate the due diligence and selection processes for human resource consultants hired in connection with the position of the Retirement Administrator/CEO, including

interviewing firms, if necessary, and recommending firms to be appointed by the Board.

- 3) Review, develop and recommend to the Board for approval SJCERA’s succession plan

C) Policy Development and Review

- 1) Provide input to staff, as needed, on the development or revision of SJCERA bylaws, Board policies, and Committee Charters.
- 2) Set the frequency at which staff must review Board policies to ensure they remain relevant, appropriate, and in compliance.

IV. Authority

- A) The Administrative Committee is an advisory committee to the Board. All Committee actions must be ratified or adopted by the Board.

V. History

November 9, 2018
July 9, 2021

Adopted by Board of Retirement
Revised meeting dates and added
Committee Charters

Certification of Board Adoption:


Clerk of the Board

07/09/2021

Date