

SERS Board Governance Policy Manual

Policy Name:	Board Chair and Assistant Chair Position Description
Policy Number:	2023-POL-BD-01
Effective Date:	November 10, 2021, as amended May 2, 2023
Reviewed Date:	April 25, 2023
Applies To:	SERS Board Members and Designees
Contact Person:	SERS Director Governance and Strategic Initiatives

The duties of the Chair of the Board (and in the absence and inability of the Chair to participate, the Assistant Chair) include the following:

1. In consultation with the Executive Director and Board Members, establish a yearly board and committee meeting calendar to include dates, times and location for meetings the following calendar year.
2. Organize and conduct meetings in accordance with the Bylaws and other legal requirements.
3. The Chair shall appoint the Board Assistant Chair after consultation with the Board Members and may assign specific tasks or duties to the Assistant Chair. In appointing the Assistant Chair, to the extent practical, consideration shall be given to maintaining Board leadership balance between elected State official and public Members and representation of both political parties.
4. Appoint Members to committees, taking into consideration the Members' input, Member skill sets, and the goal of rotating committee membership (*i.e.*, seeking balance between refreshment of membership and retention of experienced committee members).
5. Appoint Members, and SERS Staff to RFP evaluation committees consistent with the Commonwealth of Pennsylvania Procurement Rules, taking into consideration Member's input and ability to sit on a RFP technical committee, and need for staff input as subject matter experts.
6. As part of the strategic planning process, develop an issue calendar for the Board to guide the development of agendas.
7. Set aside time at each meeting to allow other Board members to raise agenda items for the next Board meeting.
8. In consultation with the Executive Director, committee chairs and committee executive liaisons, establish and confirm an agenda and materials for each board meeting.

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9. In coordination with the Executive Director, seek to have the meeting agenda and relevant documents consistently circulated to the Board 14 days in advance of the committee and board meetings.
10. If requested, arrange for Board members to discuss meeting materials with SERS staff and to have any questions addressed. Ensure relevant information is shared with all members of the committee and Board.
11. Provide leadership and ensure committee chairs are aware of their obligations and that the Board complies with its responsibilities.
12. Ensure there is sufficient time during the meeting to fully discuss agenda items.
13. Ensure that discussion on agenda items is on topic, productive and professional.
14. In coordination with the Executive Director, oversee the taking of minutes that are complete, accurate, retained, reviewed, and approved at the next meeting.
15. The performance evaluation of the Executive Director shall be provided by the Board Chair.
16. Chair executive session meetings as required.
17. For procurements under the request for proposals (RFP) process of the Commonwealth Procurement Code, 62 Pa.C.S. Sections 101 et seq., approve the selection of voting members of the evaluation committees, provided that when the Board has determined a need to procure independent outside counsel, the evaluation committees shall be comprised exclusively of Board members.

Document Properties

- a. **Document Owner:** Executive Office
- b. **Document Author:** Director Governance and Strategic Initiatives
- c. **Summary of Changes:**

Date	Version	Author	Summary
November 10, 2021		Deputy Executive Director Admin.	Description of the duties of the Chair and Assistant Chair positions.
May 2, 2023	2023-POL-BD-01	Director Governance and Strategic Initiatives	Biennial review. Added a policy number and updated to reflect current duties and obligations of the Chair and Assistant Chair positions.