

# VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

## VICE CHAIR CHARTER

### **I. Introduction**

- 1) At its first regular meeting in December, the Board will elect one of its members as Vice Chair to hold office for a period of one year, commencing January 1 of the following year. Members may be re-elected to the office of Vice Chair without limitation. No member shall be elected to the position of Vice Chair until he or she has served on the Board for a minimum of one year.

### **II. Duties and Responsibilities**

- 2) The Vice Chair will assume the duties of the Chair in the event the Chair is unable to fulfill the duties of the position.
- 3) In order to assume the duties of the Chair effectively, the Vice-Chair is responsible for ensuring that he or she is familiar with the duties of the Chair.

### **IV. Review**

- 4) The Board will review this charter at least once every three (3) years to ensure that it remains relevant and appropriate.

### **V. History**

- 5) The Board last reviewed and approved this charter on March 13, 2023. It was previously reviewed on September 12, 2016. This charter was originally adopted by the Board on June 2, 2003.