

SECRETARY CHARTER

INTRODUCTION

The position of Secretary of the Merced County Employees' Retirement Association (MercedCERA) will be elected by the MercedCERA Board of Retirement (Board) in accordance with the Board's Bylaws.

DUTIES AND RESPONSIBILITIES

The Secretary will:

- 1) Assume the duties and responsibilities of the Chair as set forth in the Chair Charter in the event that neither the Chair nor the Vice-Chair is able to fulfill the duties of the position. If assuming the responsibilities of presiding over a Board Meeting, the Secretary may delegate the meeting Chair responsibility to the Plan Administrator.
- 2) Assist the Chair and Vice-Chair in the performance of their duties as the Chair may direct, including orientation of the new Board Members.
- 3) Consult with staff and sign minutes of the Board of Retirement meetings and other such documents that the Chair or Plan Administrator may request.

POLICY REVIEW

The Board shall review this Secretary Charter at least every 3 years in conjunction with the review of the MercedCERA Bylaws.

POLICY HISTORY

The Board adopted this policy on August 27, 2026.