

### Board Officer Election

The MPERS Board annually elects a Board Chair and Vice Chair to serve the Board and membership. Board members elected to these positions are in leadership roles that require extra time to fulfill the responsibilities. Each officer is charged with ensuring the integrity of the Board's decision-making processes, facilitating discussion, and motivating the Board to be as effective as possible in fulfilling its responsibilities and duties.

The board officers are elected at the first meeting held in each calendar year.<sup>1</sup> The Chair, by statute, may not serve more than two consecutive terms.<sup>2</sup> The Vice Chair may serve with no term limits. In addition to the regular duties and responsibilities inherent in the position of a board member, the responsibilities of the board officers are listed below.

### Board Chair

The Board Chair's responsibilities are as follows:

- Set an example for the Board and staff by exhibiting professionalism and ethical behavior
- Review the board meeting agendas proposed by the Executive Director and ensure that the time allotted for each discussion item is appropriate
- Preside over board meetings and conduct them in an orderly manner and in accordance with *Robert's Rules of Order*
- Admonish trustees for disrespectful behavior toward fellow board members, staff or advisors<sup>3</sup>
- Keep meetings on track and in accordance with the agenda and ensure discussions stay focused and are kept within the allotted time
- Ensure that all board members participate fairly in discussions and all points of view are heard and considered
- Help the Board "speak in one voice" to best represent the membership as a whole
- Encourage board members to have perfect attendance at meetings, including arriving on time and staying until the meeting adjourns, in recognition of the fact that all board members are valuable to the decision-making process
- Make sure the Board has the appropriate amount of time for effective study and review of business under consideration
- Address ethical issues that have been brought up by the Board, staff, or others in accordance with the MPERS Ethics Policy
- Represent MPERS to external groups and the media, as requested by the Board and in accordance with the MPERS Communication Policy
- Coordinate the annual performance evaluation of the Executive Director and convey the results to the Executive Director with the participation of the Vice Chair<sup>4</sup>
- Appoint board members to serve on the Board's standing committees as members and to chair the committees
- Establish ad hoc committees, as needed
- Certify any actions taken by the Board, when required, and execute documents on behalf of the Board
- Perform any additional duties as required by action of the Board

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<sup>1</sup> Revised February 21, 2025.

<sup>2</sup> Section 104.170, RSMo.

<sup>3</sup> Revised February 26, 2021.

<sup>4</sup> Revised June 20, 2013.

## **Board Vice Chair**

The Board Vice Chair's responsibilities are as follows:

- Educate himself/herself about the major activities of MPERS so that he or she is able to take the place of the Chair if necessary
- Serve as the Chair of the Board if the person elected to that position has resigned or cannot serve in that capacity
- Perform all the duties listed in the Chair's position description if called upon to do so
- Collaborate with the Chair on a regular basis regarding the meeting agendas and MPERS' issues
- Participate with the Chair in conveying the performance evaluation results to the Executive Director on an annual basis
- Perform any other duties reasonably related to the office of Vice Chair of MPERS if requested by the Board