

**Board Leadership Charter
Board Governance 2.0**

Approved: April 23, 2010

A. POLICY:

Board leadership includes the LASERS Board of Trustees Chair, LASERS Board of Trustees Vice Chair, and the Chairs of the standing committees of the board.

B. DUTIES AND RESPONSIBILITIES:

1. Board chair

The board chair will perform the following duties:

- a. ensure that the board discharges its duties and responsibilities as set forth in legislation, board charter, and governance policies;
- b. ensure coordination of meetings, agendas, schedules, and presentations in consultation with the executive director;
- c. preside at meetings of the board, ensuring that such meetings are conducted in an efficient manner and in accordance with state open meeting laws, board policy, and Robert's Rules of Order;
- d. in collaboration with the board vice chair, select board members to serve as members and chairs of each standing and ad hoc committee, but also taking into consideration trustee requests to serve on a standing committee and change makeup if appropriate;
- e. provide leadership to the board in terms of collegiality and ethical conduct;
- f. serve as liaison between the board and the executive director;
- g. present the annual executive director evaluation in conjunction with the management committee chair;
- h. inform the board of pertinent information regarding LASERS administration and staff;
- i. serve as LASERS spokesperson when the board deems it would be inappropriate for the executive director to serve in such a capacity;
- j. review travel, time and attendance, and other job related expenditures of the executive director;
- k. coordinate the board self evaluation process; and
- l. carry out other functions as determined by the board.

2. Board vice chair

The board vice chair will perform the following duties:

- a. assume the duties of the chair when the chair is absent, or when designated to do so by the chair;
- b. temporarily act for the chair in the event of death, resignation, removal from office, or permanent disability of the chair;
- c. assume the duties of any committee chair who is absent or unable to perform the duties of committee chair;
- d. collaborate with the board chair in the selection of board members to serve as members and chairs of each standing and ad hoc committee; and
- e. carry out other functions as determined by the board.

3. Committee chairs

The committee chairs will perform the following duties regarding their assigned committee:

- a. ensure that the committee discharges its duties and responsibilities set forth in its charter or board rules and policies;
- b. coordinate committee meetings, agendas, schedules, and presentations;
- c. preside at committee meetings, ensuring that such meetings are conducted in an efficient manner and in accordance with state open meeting laws, board policy, and agreed upon rules of order;
- d. serve as liaison among committee members, the board, and the executive director;
- e. limit meeting discussion to those issues that are within the committee's responsibility;
- f. regularly report to the board on the activities of the committee, and bring committee recommendations to the board; and
- g. carry out other functions as determined by the board.

Due to the leadership roles the vice chair must assume in the absence of the board chair or committee chairs, the vice chair shall not be chosen to chair any committee.

C. ELECTIONS/SELECTIONS

1. Board chair and vice chair

- a. The board will vote on board chair and board vice chair during its first meeting held in January in accordance with the board charter.
- b. During the December board meeting preceding the election, the presiding board chair in conjunction with the staff will explain the election process for the board chair and board vice chair (as well as selection of committee chairs and committee members).
- c. Nominations for board chair and vice chair will be taken during the December meeting. Candidates are required to have served two years on the board to be nominated.

2. Committee chairs

- a. Following the January meeting, the newly elected chair, in collaboration with the newly elected vice chair, will review the list of trustees interested in various positions (see Appendix 1) and determine committee chair and committee members for the standing committees. All board members will be notified within one week of the selections.
- b. In making committee appointments, the board will consider the following needs:
 - i to maintain a level of continuity in committee membership;
 - ii to rotate the composition of committees to provide trustees with a diversified experience;
 - iii to ensure that, to the extent possible, trustees' committee appointments reflect their areas of expertise and interest, and
 - iv any specific request of a board member to serve on a specific committee.
- c. The board chair and vice chair will serve as ex officio non-voting members of all standing and ad hoc committees *for which they are not already an assigned member*, except when present for the purposes of establishing a quorum. When included in the quorum, the member will have voting rights.

Appendix 1

Board Leadership and Committee Placement

Name: _____

I am interested in serving on the following committees/sub-committees:

- Audit Committee**
- I am interested in serving as chairman of this committee.

All board members serve on the following committees. I am interested in serving as chairman for the following committees:

- Investment Committee (committee of the whole)**
- I am interested in serving as chairman of this committee.

- Legislative Committee (committee of the whole)**
- I am interested in serving as chairman of this committee.

- Management Committee (committee of the whole)**
- I am interested in serving as chairman of this committee.

Additional Comments:
