

**PENSION BOARD POLICIES
FIREFIGHTERS & POLICE OFFICERS
PENSION FUND OF THE CITY OF TAMPA**

Policy Number: 815
Policy: Pension Board Chairman Responsibilities and Authority
Eff. Date: 09/27/07 02/23/12 07/30/14 12/16/15
Ref: Board Minutes, Pension Contract

POLICY:

The responsibilities and authority of the Chairman of the Pension Board of Trustees include the following:

- Conduct efficient, effective, and orderly pension board meetings, including hearings before the board, per board policies and procedures, agenda, and Robert's Rules of Order.
- Media relations - the Chairman shall be the spokesperson for the Board of Trustees.
- Act with specific authority delegated to the Chairman by the Board.
 - For example, attend litigation strategy sessions with attorneys and plan administrator.
 - Evaluate potential settlement offers in conjunction with attorneys and plan administrator in order to determine recommendation for consideration by the full Board.
- Calling of special or emergency board meetings or Executive Sessions if the need arises
- F&P pension office staff discipline appeals (per P&P 607).
- Attend meetings with City of Tampa departments and officials on matters of mutual concern.
- Consult with and assist Plan Administrator in problem solving and conflict resolution. Address complaints that are unable to be resolved at a lower level.
- Participate in meetings with Board professionals and vendors as directed by the Board.
- Confer with plan administrator and board counsel on matters requiring attention in between or before board meetings so that a recommendation can be made at the next full board meeting.
- Provide guidance and direction to plan administrator as needed or requested.
- Participate in committee meetings if on committee, or may choose to attend as guest of committee for educational purposes.

Sign:

- Minutes after approved by the board.
- Vendor/professional contracts/engagement letters as approved by the board.
- Travel forms.
- Pension office staff performance evaluations and personnel related forms.
- Annual report to the state.
- Receipt letters from state for state premium tax monies.
- Invoices exceeding \$2,000 that are not per fixed contract amounts (in accordance with the Chairman's emergency authority as provided below).
- Correspondence to actives and retirees as approved by the board.
- Policies and procedures after adoption by the board.

The Chairman shall not be authorized to:

- Countermand previous board direction without board approval.
- Establish board direction without matter(s) first coming before the board.
- Commission formal legal opinions, actuarial studies or other professional studies without board approval. This provision is not intended to affect the Chairman's or Vice Chairman's emergency authority as provided below.
- Change processes, practices, or procedures of pension board and pension office operations without board approval.

In the case of an emergency, the Chairperson of the Board of Trustees shall be granted emergency authority by the Board to make time-critical decisions pertaining to the efficient and cost-effective administration of the pension fund.

Approval of emergency authority expenditures shall not exceed \$10,000 per occurrence and the Board shall be notified of the exercise of emergency authority exceeding \$2,000 under the Chair's report at the next board meeting, which shall be reflected in the corresponding meeting minutes.

The Vice Chairman shall execute the same responsibilities and authority in the absence of the Chairman.