



**SRPS**

MARYLAND STATE RETIREMENT  
and PENSION SYSTEM

## Maryland State Retirement and Pension System Charter for the Chair

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### DUTIES AND RESPONSIBILITIES

1. The Chair shall:
  - a. Preside over all Board meetings, ensuring that Board meetings are conducted efficiently, productively, with decorum and civility, and in accordance with Title 3 of the General Provisions Article of the Annotated Code of Maryland (the “Open Meetings Act”), the Board’s Code of Conduct, and other applicable laws and regulations;
  - b. Receive training on the Open Meetings Act or, in consultation with the Vice-Chair, designate one or more members of the Board to receive training in order to ensure compliance;
  - c. Recommend to the Board the appointment of members, chairs, and vice-chairs of standing and ad hoc committees, in consultation with the Vice-Chair;
  - d. Ensure coordination of Board meetings, agendas, schedules and presentations, in consultation with the Executive Director;
  - e. Be available to the Executive Director and Chief Investment Officer as a source of advice and counsel;
  - f. Facilitate effective and open communications between the Board and the Executive Director;
  - g. Serve as spokesperson in accordance with the Board’s Communications Policy;
  - h. Along with the Vice-Chair, enforce the Board’s Code of Conduct and, in accordance with the policy, take appropriate action regarding any reports of a possible Code of Conduct breach.
  - i. Support the Board in establishing, where possible, a consensus on critical issues while allowing full and open debate, and ensure the general cohesiveness and proper functioning of the Board as a policy and

oversight body; and

- j. Call special meetings of the Board as needed.

