



**SAN FRANCISCO RETIREE HEALTH CARE TRUST FUND (RHCTF)**  
**PRESIDENT OF THE RHCTF BOARD**  
**TERMS OF REFERENCE**

**Introduction**

- 1) In general, at its first regular meeting in October of each year, the Retiree Health Care Trust Fund Board (Board) shall elect one of its members President, and that member shall hold office for a term ending the first meeting in October of the next succeeding year, or until a successor has been elected.

**Duties and Responsibilities**

- 2) The President will exercise the powers and will perform the duties and functions as specified herein:
  - a) Recommend to the Board the appointment of Board members and a chair to each standing or ad hoc board committee by the following Board meeting after the President is elected;
  - b) Preside at all Board meetings, ensuring that such meetings are conducted in an efficient manner and in accordance with the *San Francisco Sunshine Ordinance* (Administrative Code, Chapter 67), the public meeting laws set out in the *Ralph M. Brown Act* (California Government Code Section 54950 et seq.) and the principles embodied in *Robert's Rules of Order, Revised*;
  - c) Act as the spokesperson for the Board;
  - d) Work to ensure that the Board discharges its duties and responsibilities as set forth in its terms of reference, the Bylaws and the Board's governance policies; and
  - e) Support the committee chairs in the exercise of their duties.

**History**

- 3) These terms of reference were adopted by the Board on April 22, 2013.

**Review**

- 4) The Board shall review these terms of reference at least every two (2) years.