



**SAN FRANCISCO RETIREE HEALTH CARE TRUST FUND (RHCTF)**  
**VICE 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 Vice-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 Vice-President will exercise the powers, and will perform the duties and functions, as specified herein:
  - a) Assume the duties of the President when the President is absent, or when the President shall designate the Vice-President to act; and
  - b) Temporarily act for the President in the event of death, resignation, removal from office or permanent disability of the President.
- 3) When acting for the President, the Vice-President shall have all of the powers of the President and shall assume all of the duties of the President.

**History**

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

**Review**

- 5) These terms of reference shall be reviewed by the Board at least every two (2) years.