

**MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (MCERA)
SENIOR MANAGEMENT CONTINGENCY PLAN POLICY**

Adopted: November 2, 2011

Reviewed: May 6, 2015

Reviewed: May 9, 2018

Reviewed: May 5, 2021

I. PURPOSE

The purpose of the MCERA Senior Management Contingency Plan Policy is to ensure that in the event of a crisis in executive leadership, a clear and rational plan exists to insure continuity in leadership at the senior management level, thus mitigating the risk of interruptions in plan operations.

II. ASSUMPTION & PRINCIPLES

- A. The loss of the Retirement Administrator for any reason requires a swift and considered response in order to minimize potential disruptions to the Association.
- B. MCERA accepts the need to maintain, whenever possible, a differentiation between the roles of the Board and management, even if the Retirement Administrator should be unable or unwilling to carry on in his/her capacity as the senior executive officer of the Association.

III. POLICY GUIDELINES

- A. In the event the Retirement Administrator is unable to carry out his/her duties due to death, illness, departure, or other reason, it is the Board's intent that the Assistant Retirement Administrator immediately assume the role of Acting Retirement Administrator and assume all responsibility and authority previously delegated to the Retirement Administrator by the Board of Trustees.
- B. In the event that the Assistant Retirement Administrator is required to assume the duties of the Retirement Administrator on an interim basis, the Board shall convene an emergency meeting of the Board to ratify the Acting Retirement Administrator's interim authority and initiate a process to appoint a permanent successor to the Retirement Administrator.
- C. In the event that the Assistant Retirement Administrator is unable to carry out the responsibilities of Retirement Administrator due to death, illness, departure, or other reason, the Board shall promptly convene an emergency meeting of the Board to select an appropriate interim replacement and initiate a process to hire a permanent successor to the Retirement Administrator.

- D. In selecting an interim candidate to serve as Acting Retirement Administrator, in the event the Assistant Retirement Administrator is unavailable to do so, the Board shall give consideration to the skills and experience of the candidates and the extent to which they best match the minimum qualifications for the position and the needs of the Association.
- E. In the event that it becomes necessary to replace the Retirement Administrator on an interim basis, the Board shall negotiate with the candidate the compensation package to be received by the Acting Retirement Administrator.
- F. In the event that an Assistant Retirement Administrator position should become vacant at any time while the Retirement Administrator is available, the Retirement Administrator shall promptly inform the Board of Trustees and initiate a process to identify a replacement for the Assistant Retirement Administrator as soon as possible.

IV. POLICY REVIEW

The Governance Committee shall review this policy at least every three (3) years to ensure that it remains relevant and appropriate.

V. RETIREMENT ADMINISTRATOR'S CERTIFICATE

I, Jeff Wickman, the duly appointed Retirement Administrator of the Marin County Employees' Retirement Association, hereby certify that this Policy was reviewed by MCERA on May 5, 2021.



Retirement Administrator