

## **1.5 – Board Responsibilities**

Date Adopted: January 12, 2016

Amended & Restated: February 10, 2026

Revised: August 4, 2026

The Board has three officers: a Chair, a Vice Chair, and an Executive Director. The Chair is one of four non-member Trustees and is designated by the Governor. The Vice Chair is another non-member Trustee of the Board. The Executive Director acts as the Board Secretary. Responsibilities for the officers are listed below.

### **Board Chair**

The Board Chair is charged with ensuring the integrity of the Board's decision-making processes, leading the Board meetings, facilitating discussions and motivating the Board to be as effective as possible in fulfilling its responsibilities and duties. Toward these ends, the Board Chair:

1. Presides over Board meetings.
2. Develops the meeting agendas in conjunction with the Executive Director.
3. Certifies any actions taken by the Board, when required.
4. Performs such additional duties as provided herein or as may be set by resolution of the Board.

As provided by statute, the Board Chair appoints Trustees to the subcommittees. In addition, the Board Chair appoints up to two Trustees to the IIC. Committee chairs serve one-year terms or until a successor is chosen.

### **Board Vice Chair**

The Vice Chair presides over meetings in the absence or incapacity of the Board Chair and fulfills such other duties and responsibilities as assigned by the Board Chair or the Board. The Vice Chair is appointed by the Chair on an as-needed basis.

### **Executive Director**

The Executive Director, or designee, has the following duties and responsibilities with respect to the Board:

1. Maintain a current list of the membership of the Board and of each committee.
2. Notify Trustees and the public of Board, subcommittee, and IIC meetings.
3. Coordinate and disseminate information to the Trustees and IIC.
4. Maintain official minutes and records of all proceedings of the Board and IIC.
5. Respond to requests received by NHRS under the Right-to-Know Laws.

6. Accept service of process on behalf of the Board.
7. Prepare, prior to each meeting, an agenda for review and use by the Board Chair.
8. Coordinate presentation of agenda items to the Board.
9. Monitor and manage appointments and vacancies in the Board.
10. Notify and coordinate annual financial disclosures as required under RSA 15-A.

The duties and responsibilities of the Executive Director in other matters are enumerated in the Governance Manual.