2.6 – Delegation by the Board to The Executive Director

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Revised: August 4, 2026

The Board has statutory authority to delegate duties to others. The most important delegation the Board makes is to the Executive Director. The Executive Director is responsible for operational decision-making and implementation of applicable laws, policies, and Board directives.

Executive Director Position Description

In accordance with State law and the Board's direction, the Executive Director performs a variety of professional, executive, and managerial duties including planning, organizing, directing, and overseeing the daily activities of NHRS.

These responsibilities include the following:

1. Assures compliance with State and federal statutes and Board rules, regulations, and policies. Interprets and administers the provisions of RSA 100-A.
2. Acts as the Board's primary advisor and assists the Trustees in meeting their fiduciary duties.
3. Identifies strategic responses to issues facing NHRS and its membership.
4. Manages the planning, preparation, and administration of the Trust Fund operating budget, and analyzes the administrative revenue stream necessary to support operational expenses.
5. Prepares and presents the biennial (statutory) operating budget to the Board and the Executive and Legislative branches of State government.
6. Safeguards the assets of NHRS by maintaining strong internal controls throughout the organization.
7. Determines and recommends to the Board the appropriate organizational structure, staffing, and compensation plan for all functions of NHRS.
8. Subdelegates requisite authority to senior management and manages and directs senior management responsible for all NHRS operational functions.
9. Represents NHRS to various public and private entities directly or through staff professionals.

10. Serves as media liaison and spokesperson on NHRS matters along with the Public Information Office (PIO), communicating with the membership and news media on policy matters.

11. Coordinates NHRS representation on legislative measures before legislative committees and provides technical advice to the Legislature on pension-related issues, including provisions of RSA 100-A.

12. Coordinates and consults with the Director of Investments, the IIC and the investment consultant on investments and other applicable issues.

13. Coordinates and consults with legal counsel on contracts, tax issues, and other matters.

14. Coordinates and consults with the actuary in preparation of biennial actuarial valuations, benefit costs, and periodic asset allocation studies required by the Board.

15. Oversees the preparation and issuance of RFPs and vendor bid specifications, bidder evaluation criteria, and selection recommendations.

16. Oversees negotiations, executes, and manages contracts on behalf of NHRS.

17. Monitors the activities and performance of consultants and outside service providers hired by NHRS.

18. Performs such additional executive duties as necessary.

Executive Director Evaluation Criteria and Process

An important part of prudent delegation to the Executive Director is ongoing monitoring and thoughtful evaluation of performance against agreed upon criteria. The primary responsibility of the Executive Director is the effective management of the operations of NHRS. Accordingly, the performance of the operations constitutes the most relevant measure of his or her performance, and should weigh heavily in his or her overall performance evaluation.

The Board is responsible for annually evaluating and setting compensation for the Executive Director. The Board may delegate this responsibility to the PPCC. If the evaluation is delegated to the PPCC, the Committee's recommendations shall be presented to the Board for approval.

The Executive Director shall be evaluated in accordance with an Individual Strategic Plan (ISP) that shall be directly linked to the NHRS strategic plan. The Executive Director will submit an ISP form noting progress on the goals achieved over the review period as well as establishing goals for the upcoming review period. The Board or the PPCC will then complete the performance ratings portion of the ISP, finalize the proposed goals, and recommend any compensation adjustments.

The performance evaluation competencies include:

1. Leadership;
2. Communication;
3. Strategic Focus/Change Management;
4. Team Collaboration;
5. Resolution Focused; and
6. Professional Behavior.

The evaluation shall also take into account individual goals and measures agreed upon by the Executive Director and the Board Chair prior to the evaluation period.