**Section 325.220 Officers and Their Duties**

a) Elective Officers. The following named officers shall be elected by the Board of Trustees: to-wit, Chairman and Vice Chairman.

b) Employees. The Board shall appoint a Secretary and an Actuary and such other personnel as may be necessary for the proper conduct of business of the System, and fix their rates of compensation. Any person rendering special service to the Board, at the request of the Board, shall receive compensation for such service in such amount as the Board may vote to allow.

c) Salaries. Salaries or other compensation of officers or employees entitled thereto shall be fixed by resolution of the Board and shall be payable monthly or as otherwise stipulated.

d) Chairman.

1) The Chairman shall be the chief executive officer of the Board; shall preside at all meetings; announce the business before the Board, and the order in which it is to be acted upon subject to the rules hereof; announce the question under consideration, and the result of the vote taken; request a roll call upon any action or resolution of the Board as herein provided.

2) The Chairman shall appoint all necessary committees and shall see to it that they perform their assigned duties. He shall sign all contracts and agreements creating any liabilities, together with the Secretary of the Board, upon authorization and direction of the Board. He shall approve all vouchers signed by the Secretary as provided in paragraph (f)(4) of this Section before the same are forwarded to the State Comptroller. He shall exercise a general supervision over the affairs of the System. The Chairman may also, in writing, authorize the Vice Chairman or a member of the staff to sign vouchers or other documents required in the normal operations of the System.

e) Vice Chairman. The Vice Chairman shall act as Chairman at any regular or special meeting and perform the duties set forth in this Section in the absence or disability of the Chairman.

f) Secretary. The Secretary shall be in charge of the administration of the detailed affairs of the System, and in addition to such other duties as are delegated by the Board, shall:

1) Give proper and timely notice of all meetings of the Board; prepare for each meeting an agenda showing the business to be transacted and forward the same to each Trustee at least 10 days prior to all regular meetings; record the proceedings of the Board at all meetings and keep a permanent record thereof; read all communications addressed to the Board; and keep the seal and affix the same to all papers that require it;

2) Present to the Board for approval all bills for administrative expenses, and applications for annuities, benefits and refunds;

3) Perform such other duties and functions as are provided by the law governing the System or as prescribed by the Board; and

g) Actuary. The Actuary shall be the technical advisor of the Board and shall supply the Board with information relating to the technical aspects of the operations of the System. He shall perform such other duties as are required by the law governing the System or as prescribed by the Board.

h) Legal Advisor. The Attorney General of the State shall be the legal advisor of the Board.

(Source: Amended at 27 Ill. Reg. 9915, effective June 23, 2003.)