

BOARD LIAISON | Colorado PERA

Summary of Job Responsibilities

The Board Liaison serves an essential position in coordinating with PERA's senior leadership team and its Board of Trustees by maintaining the integrity and reputation of PERA through operational compliance and excellence.

This role ensures effective communication, coordination, and support for Board operations, enabling the Board to fulfill its governance responsibilities strategically and efficiently. The Board Liaison facilitates the flow of information, provides administrative support to Trustees, manages meeting logistics, supports Board Committees, and maintains compliance with governance policies and applicable legal standards.

Ideal Candidate Statement

The ideal candidate is an experienced professional with strong interpersonal skills who can navigate organizational complexity, execute with precision, and cultivate high-trust relationships with Trustees, executive leadership, staff, and service providers. They have a proven record of developing practical operational processes, effectively scheduling and coordinating Board meetings, preparing comprehensive and accurate meeting materials, and adhering to governance rules and timelines. Highly organized, detail-oriented, and calm under pressure, this individual is skilled at balancing multiple priorities, meeting tight deadlines, adapting to change, and safeguarding confidential information. Strong communication skills, both written and verbal, enable them to provide guidance on governance best practices and facilitate effective decision-making. Responsibilities also include tracking significant events, timeline adherence, preparing meeting agendas, developing template documents and presentations, preserving meeting records through accurately recording minutes, ensuring conformity with governing practices and regulations, generating compliance reports, billing, preparing expense reports, booking Trustee travel, and performing data management. A background in the public sector or financial services industry and experience with public meetings enhance this candidate's capacity to support the Board and uphold governance standards.

Essential Duties and Responsibilities

Employees are held accountable for all duties of the job. Individuals must be able to perform these duties with or without reasonable accommodations.

Key Responsibilities:

- Serves as a key point of contact for Trustees and PERA leadership.
- Coordinates with PERA leadership, staff, and outside vendors to establish meeting agendas and assemble meeting material packets for distribution to Trustees and public posting in a timely manner.
- Organizes Board and Committee meetings including logistical and security arrangements, room setup and technology requirements.
- Collaborates with Communications, Facilities, and Information Technology staff to ensure compliance with meeting and material posting requirements.
- Attends all Board and Committee meetings, assists the General Counsel in procedural oversight, including tracking attendance and quorum, keeps minutes and tracks votes, and attends to Trustee needs during meetings.
- Implements action items resulting from meetings, ensuring tasks are assigned and completed as required.
- Prepares records of Board activities, including minutes, motions/resolutions, and other documents as required under the Board's charters, policies, and procedures, and ensures proper and timely distribution and posting of records.
- Assists the General Counsel and Staff Attorneys to ensure compliance with Colorado open meetings and open records laws.
- Assists the General Counsel and Staff Attorneys in the development and implementation of Board policies and procedures by assisting in regular Governance Manual review and update functions.
- Provides input on governance best practices and helps ensure Board activities align with standards under Colorado law and the Board's Governance Manual.
- Facilitates new Trustee onboarding.
- Coordinates with the General Counsel to develop and maintain education materials and track education events for Trustees and oversees Trustee adherence to the Board Education Policy.
- Assists the General Counsel and the Board's governance vendor in facilitation of annual self-evaluations.

- Assists the Chief Audit Executive or other designated staff in the preparation and completion of Trustees' annual conflict of interest reporting and mandatory disclosures.
- Supports the Chief Audit Executive or other designated staff during Trustee and Board officer elections.
- Assists the PERA executive team with projects related to Board communication, activities, and strategic plan initiatives.
- Conducts research and prepares reports, memoranda or presentations as needed.
- Manages confidential information with the utmost discretion and integrity.
- Coordinates the scheduling and travel requirements of Trustees.
- Tracks and reconciles monthly credit card statements. Completes and submits all expenses in a timely manner for the Trustees.

Required Qualifications:

A combination of relevant education, training, and experience that demonstrates the necessary skills, knowledge, and abilities will be considered.

- At least 3 years of experience in a similar role supporting executive leadership and governing bodies, to ensure high-quality corporate governance and board relations.
- Strong understanding of board governance practices and regulatory compliance requirements.
- Excellent organizational skills with high attention to detail.
- Exceptional verbal and written communication skills.
- Proficiency in Microsoft Office Suite and board management software.

Preferred Skills and Attributes:

- High School Diploma and higher education in Communications, Business Administration, Law, Public Policy or a related discipline.
- Experience working with government agencies or public sector organizations, especially in the pension or financial services industry.

- Exceptional writing and verbal communication skills.
- Experience in developing and managing workflow processes to achieve timely and accurate delivery of information to a board or other governing body.
- Ability to manage multiple priorities and work under tight deadlines.
- High level of professionalism and ability to handle sensitive information confidentially.
- Strong interpersonal skills and ability to build effective relationships with Trustees, executives, colleagues, and vendors.
- Proficient in managing digital content, including posting and updating materials on websites and video platforms.
- Demonstrated knowledge of and adherence to open meetings and open records laws and rules.
- Robust understanding of Robert's Rules of Order.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment with frequent telephone communication, computer operation, and other office productivity machinery, such as a copy and printer machine.
- Occasional moving and positioning supplies in excess of 20 pounds
- All employees are expected to present themselves in a professional manner in alignment with the financial services industry
- Ability to sit for prolonged periods of time
- Ability to operate standard PC equipment
- Ability to handle stress associated with frequent deadline and tight schedules

Hybrid Work Option

- Opportunity to work from home up to two days per week. Eligibility dependent upon factors detailed in PERA's Work from Home Policy.

Interested Candidates:

Complete the employment application online at <https://www.copera.org/careers>.

Please have copies of your resume and cover letter available to upload.

Job Description Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of an employee. Duties, responsibilities, and activities may change or be assigned with or without notice.

Unfortunately, at this time, PERA cannot consider candidates that require sponsorship (now or in the future), or are located outside of the US.

All Colorado PERA employees are subject to PERA's Ethics Policy and some employees are subject to the Personal Trading Policy. These policies include restrictions on outside business activities and employment and have certain requirements on personal trading. You may request copies of these policies from PERA's talent acquisition team and any questions can be answered by PERA's Investment Administration team.

About Colorado PERA

Looking for a career where you can make a difference? Colorado PERA offers benefit services to public employees across Colorado, including teachers, state troopers, snowplow drivers, correctional officers and many others who provide valuable services. As Colorado's largest pension plan, we serve and educate over 700,000 members who are former and current public employees.

At PERA you will earn more than a paycheck. PERA is a culture where you can grow your potential and work in an inclusive environment, where diverse perspectives are valued. We hire exceptional employees and recognize that our people are our best asset. Not only do we make sound investments for our members, PERA invests in our employees' growth through training and leadership opportunities.

To promote wellbeing, we offer hybrid or flexible working options for most roles and a total rewards and benefit program including health, dental and vision coverage - eligibility starts the first day of the month following the date of hire for most plans; generous paid time off and volunteer hours; pension and retirement plans, including PERA's defined benefit plan, 457 defined contribution plan, and 401(k) employer match, as applicable; tuition assistance; free, convenient on-site parking or RTD subsidy; free on-site fitness center to stay active; employee assistance program; training, leadership and mentoring programs and more. PERA is a Public Service Loan Forgiveness qualifying employer.

To learn more about life at PERA, watch this [video](#) or visit www.copera.org/careers.

Position Title: Board Liaison

Division: Legal

Reports to: General Counsel

Job Status: Exempt

Salary: \$110,000.00 to \$130,000.00 Annual, Commensurate with experience

Posting Dates: 07/25/2025 to 08/17/2025