



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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CORRESPONDENCE MEMORANDUM

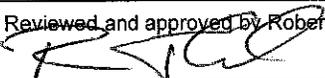
DATE: September 1, 2011
TO: Executive Committee Members
FROM: Bob Conlin, Deputy Secretary
SUBJECT: Executive Committee Charter

This memo is for Executive Committee review and discussion. No action is required.

A copy of the Executive Committee Charter is attached for your review. According to the Charter, it shall be reviewed by the Employee Trust Funds (ETF) Board for relevancy and appropriateness at least once every three years. The last (and original) Charter was approved by the Board in December 2008.

The committee is asked to review the Charter at its September 14th meeting with a view towards recommending any necessary changes to the ETF Board for consideration in December.

Attachment

Reviewed and approved by Robert J. Conlin, Deputy Secretary.

Signature _____ Date 9/6/2011

Board	Mtg Date	Item #
EXC	9.14.11	2

**EMPLOYEE TRUST FUNDS BOARD
EXECUTIVE COMMITTEE CHARTER
DECEMBER 2008**

General

The Employee Trust Funds Board (Board) has established the Executive Committee to assist the Board in fulfilling its fiduciary and oversight responsibilities. Generally, the Committee will oversee the effective operation of Board and other Committee meetings and will review personnel matters relating to the Department and the Secretary.

Membership

Membership shall consist of the Board Chair, who shall serve as Chair of the Committee, the Board Vice-Chair, and the Board Secretary.

Duties and Responsibilities

In consultation with the Secretary, the Executive Committee shall:

- Meet in advance of Board meetings to discuss meeting agendas and relevant Board activities.
- Review and, as appropriate, consider and recommend personnel matters to the Board, including the annual performance evaluation of the Secretary.
- Review and make recommendations to the Board on the governance practices of the Board, including Board policies and procedures.
- Oversee the Board's training policy and approve relevant training for Board members, subject to availability of funds.
- Monitor the general effectiveness of the Board, Board meetings and Committee meetings and report to the Board on its findings, as appropriate.
- Keep minutes of the Executive Committee meetings and ensure that minutes are made available to Board members.

Meetings

The Committee shall meet as needed.

Charter Review

The Board, in consultation with the Executive Committee, shall review this charter for relevancy and appropriateness at least once every three years.

History

The Board adopted this charter on December 12, 2008. The Board approved changes to this charter on _____.