

**EMPLOYEE TRUST FUNDS BOARD  
EXECUTIVE COMMITTEE CHARTER  
Adopted: December 12, 2008  
Last Revised: December 1, 2011**

**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 reviewed and approved this charter, with no changes, on December 1, 2011.

**CHARTER  
EMPLOYEE TRUST FUNDS BOARD  
AUDIT COMMITTEE**

**Adopted: December 12, 2008  
Last Revised: December 5, 2013**

**Purpose**

The Employee Trust Funds Board (Board) has established the Audit Committee to assist the Board in fulfilling its fiduciary and oversight responsibilities including the financial reporting process, the system of internal control, and the Department's process for monitoring compliance with laws and regulations and the Institute of Internal Auditors code of conduct.

**Membership**

Membership shall be determined by the Board chair, except that the Committee shall be composed of three Board members.

At the first meeting of the Committee in each calendar year, the Committee shall elect one of its members chair, another member vice chair, and a third member secretary, each to serve for a term of one year or until his or her successor is duly elected and qualified, whichever is less. In the event of a vacancy in the office of chair, the vice chair shall immediately assume the office of chair for the remainder of the term. In the event of a vacancy in the office of vice chair or secretary, the Committee shall, at its next regular meeting, elect one of its members to fill such vacancy for the remainder of the term.

**Authority**

In consultation with the Secretary, the Audit Committee shall:

- Review and assess the adequacy of the Audit Committee charter annually and request Board approval of proposed changes.
- Review and approve the Office of Internal Audit charter.
- Provide policy recommendations for an effective system of internal controls to the Board.
- Provide recommendations for periodic assessment of the system of internal controls, including information technology systems.
- Review and approve the biennial audit plan and all major changes to the plan, and the Office of Internal Audit's performance relative to its plan.
- Participate in the selection of the Director – Office of Internal Audit.
- Review audit findings together with management's responses and inform the Board of all internal audit reports prepared by the Internal Audit Director.
- Review and make recommendations to the Board regarding any audit reports prepared by the Legislative Audit Bureau.

- Review the Comprehensive Annual Financial Report.
- Review the effectiveness of the internal audit function and make recommendations to the Board, the Secretary, and the Internal Audit Director on methods to improve the function.
- Review with the Secretary, the Legislative Audit Bureau, and, as necessary, appropriate legal counsel, any claim or contingency that could have a significant effect on the financial condition of the Trust Fund and how that claim or contingency is being managed.
- Bring to the attention of the Board any audit issue it deems significant or otherwise appropriate for the Board's consideration.
- Keep minutes of Audit Committee meetings and ensure that minutes are made available to Board members.

### **Meetings**

The committee shall meet at least two (2) times per calendar year, and may convene more frequently as circumstances require.

The committee may invite members of management, auditors or others to attend the meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared. The committee chair, or designee, will provide a committee report and submit applicable recommendations to the Board.

### **History**

The Board adopted this charter on December 12, 2008. The Board reviewed and approved this charter, with no changes, on September 15, 2011. The Board reviewed and approved this charter with changes on December 5, 2013.

**EMPLOYEE TRUST FUNDS BOARD  
BUDGET AND OPERATIONS CHARTER  
Adopted: December 12, 2008  
Last Revised: December 1, 2011**

**General**

The Employee Trust Funds Board (Board) has established the Budget and Operations Committee to assist the Board in fulfilling its fiduciary and oversight responsibilities. Generally, the Committee will review:

1. The biennial budget process; and
2. The Department's strategic business and information technology planning activities.

**Membership**

Membership shall be determined by the Board chair, except that the Committee shall be composed of three Board members.

**Duties and Responsibilities**

In consultation with the Secretary, the Budget and Operations Committee shall:

- Review and offer recommendations to the Board and Secretary on the following matters:
  - The Department's biennial budget requests
  - The Department's proposed annual operating budget
  - The Department's annual report of operating expenses
  - The Department's requests to exceed expenditure or position authority, as necessary
  - The Department's capital budget requests and facility planning needs
  - The Department's strategic business plan, including service goals and benchmarks
  - The Department's information technology plans
  - The Department's operational policies, including continuity of operations and disaster recovery
  - The Department's efforts to enhance the efficiency and effectiveness of its administration practices for the benefit plans overseen by the Board
  - Proposed legislation affecting the Department's budget or operations
- Monitor the Department's progress in meeting its strategic business plan goals and benchmarks.
- Monitor WRS demographic data.

- Monitor the Department's workload data.
- Review and approve proposed changes to the policies and procedures for procurements conducted on behalf of the Board.
- Keep minutes of the Budget and Operations Committee meetings and ensure that minutes are made available to Board members.

### **Meetings**

The Committee shall meet at least one (1) time per calendar year, and may convene more frequently as circumstances require.

### **Charter Review**

The Board, in consultation with the Budget and Operations 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 reviewed and approved this charter, with no changes, on December 1, 2011.