

**CHARTER**  
**EMPLOYEE TRUST FUNDS BOARD**  
**BUDGET AND OPERATIONS COMMITTEE**  
**Adopted: December 12, 2008**  
**Last Revised: June 26, 2014**  
**Last Reviewed: December 10, 2020**

**Purpose**

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 the Department's budget request;
2. The Department's strategic business and information technology planning activities; and
3. The Department's operational activities.

**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.

**Duties and Responsibilities**

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

- Review~~s~~ and offer~~s~~ 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
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- Monitors the Department's progress in meeting its strategic business plan goals and benchmarks.
  - Monitors WRS demographic data.
  - Monitors the Department's workload data.
  - Reviews and approves proposed changes to the policies and procedures for procurements conducted on behalf of the Board.
  - Keeps minutes of the Budget and Operations Committee meetings and ensures 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.

The committee may invite members of management 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 ETF Board.

### **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. The Board reviewed and approved this charter with modifications on June 26, 2014. The Board reviewed and approved this charter, with no changes, on December 14, 2017. The Board reviewed and approved this charter, with no changes, on December 10, 2020.