



STATE OF WISCONSIN  
Department of Employee Trust Funds  
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SECRETARY

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## ***CORRESPONDENCE MEMORANDUM***

**DATE:** June 26, 2014  
**TO:** Employee Trust Funds Board  
**FROM:** Mary Von Ruden, Chair – Budget and Operations Committee  
**SUBJECT:** Amendments to Committee Charter

**The Budget and Operations Committee recommends the Employee Trust Funds Board (Board) approve amendments to the Budget and Operations Committee Charter.**

Pursuant to the Budget and Operations Committee charter, the Board, in consultation with the Committee, shall review this charter for relevancy and appropriateness at least every three years. The charter was reviewed at the December 1, 2011, meeting of the Committee. No changes were recommended at that time.

The Budget and Operations Committee reviewed the charter at its March 27, 2014, meeting and approved the attached updates at its June 26, 2014, meeting. The Committee recommends the Board approve the changes to the charter.

For ease of reviewing the updates, the attached charter highlights the changes.

Department staff will attend the Board meeting to answer any questions.

Attachment: Budget and Operations Committee Charter

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

**DRAFT**

**General 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; and
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 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.

[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 \\_\\_\\_\\_\\_.](#)