



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
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 SECRETARY

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## *Correspondence Memorandum*

**Date:** November 7, 2023

**To:** Employee Trust Funds Board

**From:** Matt Stohr, Administrator  
 Division of Retirement Services

**Subject:** Review of Committee Charters

**The Department of Employee Trust Funds (ETF) recommends the Employee Trust Funds Board (Board) review and approve the charters for the Audit Committee, the Budget and Operations Committee, and the Executive Committee.**

Please find below the status of each committee charter. The charters were recently reviewed by each committee. The Board typically reviews and approves the charters at the December meeting, every three years, regardless of whether there are any proposed changes.

**Audit Committee Charter**

09/21/23 – Committee reviewed – No changes/Pending Board confirmation

**Budget and Operations Committee Charter**

09/21/23 – Committee reviewed – See changes (Attachment B)/Pending Board confirmation

**Executive Committee Charter**

09/20/23 – Committee reviewed – No changes/Pending Board confirmation

Staff will be at the Board meeting to answer any questions.

- Attachment A: [Audit Committee Charter](#)
- Attachment B: [Budget and Operations Committee Charter \(Redline\)](#)
- Attachment C: [Executive Committee Charter](#)

Reviewed and approved by Shirley Eckes, Deputy Secretary  
 Electronically Signed 11/22/2023

Board	Mtg Date	Item #
ETF	12.14.23	4A