



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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CORRESPONDENCE MEMORANDUM

DATE: March 6, 2015
TO: Executive Committee
FROM: Cheryllynn Wilkins, Board Liaison
Office of the Secretary
SUBJECT: Executive Committee Charter Change

Staff proposes the Executive Committee adopt the changes as recommended on the attached Executive Committee Charter.

According to the Executive Committee Charter, the Chair of the Employee Trust Funds Board serves as the Chair of the Executive Committee. Elections are held annually to fill the positions of Vice-Chair and Secretary on the Committee. Staff recommends that the Vice-Chair and Secretary of the Board serve in the same capacity on the Committee and that the Charter be revised to reflect this change. This would eliminate the need for an annual election.

Attachment: Executive Committee Charter with Proposed Change

Reviewed and approved by A. John Voelker, Deputy Secretary.

Electronically Signed 3/16/15

Board	Mtg Date	Item #
EXC	4.1.15	3

**EMPLOYEE TRUST FUNDS BOARD
EXECUTIVE COMMITTEE CHARTER**

Adopted: December 12, 2008

Last Revised: ~~December 1, 2014~~ April 2, 2015

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. Each member shall assume the same role on the Committee as on the Board.

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.

The Board reviewed and approved this charter, with no changes, on December 11, 2014.

The Board Reviewed and approved this charter, with changes, on April 1, 2015.