

**EMPLOYEE TRUST FUNDS BOARD  
EXECUTIVE COMMITTEE CHARTER  
Adopted: December 12, 2008  
Last Revised: April 2, 2015  
Last Reviewed: December 10, 2020**

**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, 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 2, 2015.

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.