



STATE OF WISCONSIN
Department of Employee Trust Funds
A. John Voelker
SECRETARY

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

Board Member Time Commitment Overview

The Group Insurance Board (GIB) is a Board of Trustees associated with the Wisconsin Department of Employee Trust Funds (ETF). The Board meets quarterly, with in-person meetings located in Madison, Wisconsin.

The estimated time commitment for attending meetings is one day, four times per year. Occasionally, an additional meeting may be scheduled to take action on an appeal or other topic that cannot be postponed until the next quarterly meeting.

Day of the meeting: GIB meetings are generally held in the morning and last from two to four hours, depending on actions, comments, and discussions in the meeting.

The time needed to prepare for the meetings is unique to each board member. Board members are provided materials approximately two weeks prior to the meeting. Board members are asked to review the meeting materials to be informed on action that will be required of them.

Meeting Structure

All board meetings follow Robert's Rules of Order. Department staff, actuaries, and outside presenters are available during the agenda item to answer board member questions on the topic. Refer to the Conduct of Board Meetings Policy for more details.

The responsibilities of each board are detailed in the Responsibilities of Governing Boards document.

(Revised: May 2022)