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**CORRESPONDENCE MEMORANDUM**

**DATE:** March 10, 2015  
**TO:** Employee Trust Funds Board  
Teachers Retirement Board  
Wisconsin Retirement Board  
**FROM:** Cheryllynn Wilkins, Board Liaison  
**SUBJECT:** Retirement Board Governance Manual Update

**This memo is for informational purposes only. No Board action is required.**

The following is a list of updated documents related to the Retirement Boards. Electronic copies are available on the Department of Employee Trust Funds website. You are welcome to print copies and insert them into your copy of the *Retirement Board Governance Manual* and recycle the old documents.

**Governance Manual**

- RB Governance Manual Table of Contents  
([etf.wi.gov/boards/gov\\_manual\\_retirement/01\\_gov\\_manual\\_toc.pdf](http://etf.wi.gov/boards/gov_manual_retirement/01_gov_manual_toc.pdf))
- 2015 Meeting Dates
- Audit Committee Charter
- Budget and Operations Committee Charter
- Board Member Commitment Overview
- Board Member Compensation and Reimbursement Policy
- Board Member Qualification Policy
- Board Rosters
- Executive Committee Charter
- Key Contacts
- Organization and Responsibilities of Boards
- Retirement Board – Quarterly Base Agendas
- Vendor Procurement Policy
- WRS Funding Policy

Reviewed and approved by A. John Voelker, Deputy Secretary

Electronically signed 3/19/14

Board	Mtg Date	Item #
JM	4.2.15	4J