



State of Wisconsin
Department of Employee Trust Funds
Robert J. Conlin
SECRETARY

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Correspondence Memorandum

Date: March 1, 2016
To: Employee Trust Funds Board
Teachers Retirement Board
Wisconsin Retirement Board
From: Cheryllynn Wilkins, Board Liaison
Office of the Secretary
Subject: Retirement Board Governance Manual Update

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

The following is a list of documents updated in 2015 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 *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)
- 2016 Meeting Dates
- Audit Committee Charter
- Board Member Resignation Procedure
- Board Rosters
- Chapter 40
- Empower Retirement - Fiduciary Responsibility Education
- ETF Programs and Governing Board Authority Memo
- ETF's Functional Organization Chart
- Fact Sheets
- Key Contacts
- Privacy of Personal Information Policy
- Retirement Board – Quarterly Base Agendas
- Vendor Procurement Policy

Reviewed and approved by A. John Voelker, Deputy Secretary

Electronically Signed 3/4/16

Board	Mtg Date	Item #
JM	3.24.16	4I



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Governance Manual 2016 Edition

For the Employee Trust Funds, Wisconsin Retirement and Teachers Retirement Boards

Overview

1. 2016 Meeting Dates
2. Employee Trust Funds' Key Contacts
3. Organization and Responsibilities of Boards
4. ETF Programs and Governing Board Authority
5. Board Member Commitment Overview
6. Retirement Board – Quarterly Base Agendas
7. Board Rosters
8. Board Committee Charters
9. The Secretary's Role
10. Employee Trust Funds' Functional Organization Chart
11. Fact Sheets
12. Administrative Appeals Process

Ethics and Fiduciary Duty

13. "Who is a Fiduciary?"
Empower Retirement – Employee Trust Funds' Fiduciary
Responsibility

Legislation

14. History of Employee Trust Funds
15. Legislative Oversight Committee: Joint Survey Committee on
Retirement Systems
16. Chapter 40

WRS Funding

17. Wisconsin Retirement System Benefit Summary

Board Policies

18. Board policies will be added as they are adopted by the Employee Trust Funds Board
 - Board Member Compensation and Reimbursement Policy (adopted 12/11/14)
 - Board Member Qualification Policy (adopted 12/11/14)
 - Board Member Resignation Procedure (presented 12/10/15)
 - Board Public Notice Protocol (adopted 8/13/09)
 - Communications Policy (adopted 12/3/09)
 - Conflict of Interest Policy (adopted 3/18/10)
 - Conduct of Board Meetings Policy (adopted 3/18/10)
 - Privacy of Personal Information Policy (adopted 9/24/15)
 - Vendor Procurement Appeals Policy (revised 9/24/15)
 - WRS Funding Policy (adopted 12/11/14)



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2016 MEETING DATES

Employee Trust Funds Board,
Wisconsin Retirement Board,
and Teachers Retirement Board

Thursday, March 24, 2016

Thursday, June 23, 2016

Thursday, September 29, 2016

Thursday, December 15, 2016