



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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Correspondence Memorandum

Date: March 2, 2019
To: Employee Trust Funds 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.

In addition to the non-substantive change of letterhead on multiple documents, the following is a list of updated documents (since January 2018) related to the retirement boards. Electronic copies are available on the Department of Employee Trust Funds (ETF) website at http://etf.wi.gov/boards/gov_manual_retirement/01_gov_manual_toc.pdf. You are welcome to print copies and insert them into your copy of the *Retirement Board Governance Manual*.

Governance Manual

- RB Governance Manual Table of Contents
- 2019 Meeting Dates
- Board Rosters
- Wisconsin State Statute Chapter 40
- ETF Functional Organization Chart
- ETF Fact Sheets
- ETF Key Contacts
- Audit Committee Charter
- Base Agendas
- Delegation of Authority Table
- Communications Policy
- Conflict of Interest Policy
- Conduct of Board Meetings Policy
- Fiduciary Duty Overview
- Board Meeting Public Notice Protocol
- Board Member Compensation and Reimbursement Policy
- Board Member Qualification Policy
- Board Member Resignation Procedure
- Wisconsin Retirement System (WRS) Benefit Summary
- History of ETF

Reviewed and approved by Pam Henning, Assistant Deputy Secretary

Pamela L Henning

Electronically Signed 3/8/19

Board	Mtg Date	Item #
JM	3.21.19	4J