



STATE OF WISCONSIN
Department of Employee Trust Funds
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Board Member Time Commitment Overview

The Retirement Boards of the Wisconsin Retirement System are comprised of three boards: the Employee Trust Funds (ETF) Board, Teachers Retirement (TR) Board, and the Wisconsin Retirement (WR) Board. These Boards typically meet 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: The Joint Meeting (JM) of the three boards occurs in the morning. All board members of the ETF, TR, and WR Boards attend the JM. The JM serves to relay information pertinent to all of the Retirement Boards. No action can be taken during the JM.

The separate ETF, TR, and WR Board meetings are held after the JM, and generally last 30 minutes to two hours, depending on actions, comments, and discussions in the meetings. Board members are welcome to attend the meetings of other boards as observers.

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.