



Frequently Asked Questions: Teachers Retirement Board

Wisconsin Department
of Employee Trust Funds
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etf.wi.gov

1. What is the Teachers Retirement Board?

The Teachers Retirement (TR) Board is one of five Boards of Trustees in ETF. It advises the ETF Board on retirement and other benefit matters involving public school, vocational, state, and university teachers. It also acts on administrative rules, authorizes or terminates teacher disability benefits, and hears disability benefit appeals.

You can read more information on ETF's [Governing Boards webpage](#):

- From the ETF homepage (etf.wi.gov), click on "About ETF" in the upper right corner of the page.
- Click the boxed image labeled "Governing Boards."
- From here, information about all five Boards of Trustees can be found, including member information, agendas and materials, and the [Governance Manual](#).

2. What are the requirements for the upcoming vacant seat?

The seat is for someone who is a teacher currently employed in a Milwaukee public school. The elected candidate will serve a five-year term on the TR Board from May 1, 2025, to May 1, 2030, and will also be automatically appointed to the ETF Board. These are pursuant to the following statutes:

- TR Board: § 15.165(3)(a)7 — 5-year term — Elected by Milwaukee public school teachers who are participants. A city of Milwaukee teacher who is a participant under the Wisconsin Retirement System.
- ETF Board: § 15.16(1)(a)3 — 4-year term — Appointed by TR Board. A TR Board member elected under § 15.165(3)(a)7 (city of Milwaukee teacher participant).

3. What is the election process?

Self-nominations are the first step in the process. Instructions and forms can be found at etf.wi.gov/publications/et8869m. ETF must receive the following by **4:30 p.m., Friday, October 11, 2024**:

- Candidate Information form.
- Biographical information (150 words or less).
- Nomination Petitions with at least 25 valid signatures (no more than 50).
- Head and shoulders, high resolution digital photo (must be emailed).

Except for the photo, the materials can be submitted by mail, email, or drop box:

Retirement Board Liaison
Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931

BoardElections@etf.wi.gov

Drop box location: [4822 Madison Yards Way, Madison WI](#)

Since the photo should be in digital format, it might be best to submit all materials by email.

4. Where and how often do the TR and ETF Boards meet?

ETF uses the [Governance Manual](#) to guide Board meeting agendas, participations, practices, etc. In-person attendance is highly encouraged, but virtual attendance is permitted on special situations. All regularly scheduled Board meetings are held in Madison at the Hill Farms State Office Building ([4822 Madison Yards Way](#)), unless stated otherwise by ETF.

The TR and ETF Boards run on a quarterly schedule and generally meet up to four times a year. However, the TR Board usually meets closer to only twice a year. On occasion, a special meeting may be called to hear an appeal, and ETF tries to calendar this during an already scheduled regular meeting.

5. What is the time commitment as a TR and ETF Board member?

Depending on agenda items, Board meetings can span from a couple of hours to most of the day (between attending the TR, ETF, and Joint Meeting of Retirement Boards). On longer days, lunch is provided. Minutes of Board meetings, which record the agendas and start and end times, are available on the ETF website (see Question 1).

6. Are Board Members reimbursed for travel?

Depending on the seat, Board members may be eligible for per diems (\$25/day), mileage reimbursement, and/or a hotel room the night before a Board meeting (contingent on distance from home to Madison). The upcoming vacant seat on the TR Board is eligible for all three reimbursements.

7. Who can I contact if I have other related questions?

Please contact the ETF Office of the Secretary by email (BoardElections@etf.wi.gov) or by phone at (608) 266-0301.