

# Committee Charter – Total Rewards Advisory Committee

## I. Introduction

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The Total Rewards Advisory Committee shall serve in an advisory capacity in matters related to benefits programs and in the treatment of pay and benefits as interrelated parts of the University's overall Total Rewards.

## II. Membership

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- A. The Committee is appointed by the Vice President of Human Resources.
- B. Committee membership shall be comprised of at least 12 members, consisting of a faculty and a staff member from each campus, a hospital representative and a retiree representative as appointed by the Vice President from nominations by the campuses, retiree associations and self-nominations. The Vice President may appoint additional at large members and the Committee Chair at his/her discretion. In making the committee appointments the Vice President will strive to appoint members to represent the various University constituencies.
- C. The Committee will be chaired by the Vice President of Human Resources or designee. One faculty member on the Committee shall be designated to serve as a liaison between the Committee and the Intercampus Faculty Council. One of the staff members on the Committee shall be designated to serve as liaison between the Committee and the Intercampus Staff Council. One retiree representative will serve as the liaison to the retiree associations.
- D. Committee members will be appointed for a 3-year terms, which may be extended for additional three-year term(s) at the discretion of the Vice President. Terms may be staggered in order to ensure continuity for the Committee. The Vice President may terminate a member of the Committee who is unable to meet the Committee responsibilities.

## III. Qualifications, Responsibilities and Expectations

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- A. Members should be actively engaged faculty/staff members or retirees, viewed as an informal leader and resource by their peers. While a member may bring subject matter expertise to the Committee, it is not necessary to be considered for membership, with the key focus of member selection being representation of the diverse university community.
- B. Members will serve as a liaison to other campus employees/retirees and their representative organizations, communicating information as agreed to by the Committee.

- C. The Committee may study, consider and make recommendations to the Vice President regarding proposed revisions to, modifications of, additions to, or deletions from benefits programs covered by this policy statement. This advisory role does not include the selection or management of vendors, plan investments or other administrative responsibilities; however, members may provide input on program design as related to the needs of Participants, provide feedback on communication and education, and advise in other areas.
- D. The Committee will report to the University's Board of Curators one time each year in February regarding the business of the Committee.
- E. Meetings will be held quarterly, with additional meetings as needed based on the work of the Committee. Members are expected to attend 75 percent of the meetings.
- F. Meeting minutes will be recorded for each meeting and a summary posted on the Committee website.