

CHARTER

Benefits Advisory Committee

1. PURPOSE

The Benefits Advisory Committee is a group of faculty and staff and human resources professionals who are appointed by the President of the University. The President will designate the Chair of the committee.

The Committee's purpose is to offer advice, feedback and recommendations to the Vice President of Human Resources and President regarding benefit program design, benefit communication strategies, benefit communications (all media) and benefit educational programming. The committee will promote awareness of University's benefit plans and benefit plan changes among faculty and staff.

2. COMPOSITION OF THE BENEFIT ADVISORY COMMITTEE

The Committee shall consist of Ten (10) members:

One (1) faculty member appointed from nominations by University Senate
One (1) staff member appointed from nominations by University Senate
Two (2) faculty members appointed from nominations by Faculty Council
Two (2) staff members appointed from nominations by Staff Council
Three (3) faculty or staff members appointed from nominations by Human Resources in order to ensure adequate representation from across University campuses and roles.
One (1) AVP of Compensation & Benefits (ex-officio member).

- Members of the Advisory Committee shall serve in staggered terms of up to three years.
- Committee members should be able to dedicate 50+ hours per year to meetings, preparation, material review and update and reports to constituency groups
- At least one member of the advisory committee will be from Lakeshore, Water Tower and Health Sciences Campuses

3. RESPONSIBILITIES AND DUTIES

In carrying out its purpose, the advisory group shall perform the following responsibilities and duties:

- A. Review, discuss and advise regarding significant benefit plan design changes
- B. Improve Communication and Promote Awareness of University Benefits
 1. Evaluate and recommend communication strategies that ensure regular, effective and clear communication with all faculty and staff regarding benefit plans

2. Assess effectiveness and recommend enhancements to all benefit communications and methods (media, timing, content, educational approach, forums, location)
 3. Critique and recommend improvements to any specific benefits communication or benefits educational campaign
 4. Aid in the prioritization of benefit communication projects
- C. Regularly report activities, agenda and actions of the Benefits Advisory Committee to their respective shared governance constituencies and bring back suggestions and input from the shared governance bodies they represent, i.e. University Senate, Faculty Council & Staff Council.

4. OTHER RESPONSIBILITIES

Review of Charter

The Advisory Committee shall review and reassess the adequacy of this Charter at least annually and recommend any proposed changes to the Vice-President of Human Resources and President.

5. MEETINGS AND PROCEDURES

A. Meetings

The Advisory Committee shall meet at least quarterly (twice per semester) and more frequently as is necessary to carry out its responsibilities and act upon matters under this charter. The Advisory Committee, in its discretion, may ask members of management or others to attend its meetings (or portions thereof) and to provide pertinent information as necessary.

Meetings of the Advisory Committee may be called by the AVP of Compensation and Benefits or Vice President of Human Resources. A majority of members of the Committee must be present in person, by video link or telephonically to constitute a quorum at all committee meetings.

B. Agenda & Minutes

Members of the Committee may suggest agenda topics for upcoming committee meetings. The Vice President of Human Resources will approve the committee's agenda. The Agenda & Minutes of each meeting of the Advisory Committee shall be prepared documenting the discussions of the group and posted on the human resources website.

C. Work Between Meetings

The Advisory Committee may be solicited for feedback and specific recommendations between meetings via e-mail. These on-line discussions should be considered confidential and only shared between members of the Benefits Advisory Group.