



**CHARTER OF THE VEBA ADVISORY BOARD
FOR THE UNIVERSITY OF NEW MEXICO
RETIREE WELFARE BENEFIT TRUST**

I. Introduction

The VEBA Advisory Board is a standing body of the University of New Mexico.

This Charter, in conjunction with the University of New Mexico Retiree Welfare Benefit Plan document ("Plan Document") and the University of New Mexico Retiree Welfare Benefit Trust document ("Trust Document"), outlines the responsibilities of the VEBA Advisory Board with respect to the roles and duties of individual members as well as the Board generally. The VEBA Advisory Board is responsible for the oversight of the investments for the University of New Mexico Retiree Welfare Benefit Trust ("Trust Fund").

II. Purpose

The VEBA Advisory Board, subject to the Funding Policy and the Investment Guidelines, is responsible for the administration of investments for the Trust Fund.

III. VEBA Advisory Board Membership

As designated in the Trust Document, the VEBA Advisory Board shall consist of the following individuals:

Elizabeth Metzger, University Controller
Dorothy T. Anderson, Vice President of Human Resources
Leslie Boni, Chairperson, ASM Finance Intl Tech Mngt FIT
Hans Barsun, University Utilities Engineer
Michael Schwantes, Chief Financial Services Officer
Denece Kesler, Professor Department of Internal Medicine
Amy Wohlert, Chief Of Staff/Office of Pres
David Harris, Executive Vice President
Leslie Jones Easom, Retiree
Gene Henley, Director of Operations and Advisement

Further, the VEBA Advisory Board may appoint a subcommittee to work with a financial manager or engage a consultant to provide investment advice.

IV. Membership Roles and Responsibilities

The VEBA Advisory Board shall identify members to serve in the following roles: Chairperson, Treasurer, and Secretary. The responsibilities of each of these roles are identified in the Trust Document, and are as follows:



NOTE: Please refer to the University of New Mexico Retiree Welfare Benefit Trust Document for the following information.

Chairperson (Please see Sections 9.9, 9.10, 9.14)

The Chair shall be responsible for:

- Chairing meetings;
- Ensuring all relevant information is made available to VEBA Advisory Board members;
- Ensuring the VEBA Advisory Board is operating according to its rules and the rules identified in the Trust Document;
- Resolving disputes and grievances;
- Initiating and overseeing activities and projects;
- Representing the VEBA Advisory Board at external meetings and events

Treasurer (Please see Sections 6.4, 6.5, 6.7)

The Treasurer shall be responsible for:

- Maintaining all financial records;
- Preparing and presenting financial statements; and
- Maintaining custody of all securities, books and documents of a financial nature

Secretary (Please see Sections 4.2, 9.6)

The Secretary shall be responsible for:

- Maintaining the register of members;
- Arranging meetings;
- Assisting the chairperson with the meetings agendas;
- Sending out notices for meetings;
- Keeping minutes and records;
- Attending to correspondence;
- Making sure all letters and other documents are properly filed; and
- Maintaining custody of all non-financial books, documents, records and registers of the VEBA Advisory Board

Members (Please see Article III, Sections 4.2, 4.3, 5.1, Article VII)

All VEBA Advisory Board members are individually committing to:

- Upholding the values and objectives of the organization;
- Giving adequate time and energy to the duties of being a VEBA Advisory Board member; and
- Acting with integrity and avoiding or declaring personal conflicts of interest

V. Organization

The VEBA Advisory Board shall hold regular annual meetings and shall meet more frequently as circumstances require. The VEBA Advisory Board shall keep minutes of the meetings and provide reports to the appropriate designees as required in the Trust Document.



SIGNATURE PAGE

The VEBA Advisory Board has received and reviewed the charter for the University of New Mexico Retiree Welfare Benefit Trust. Unless indicated below, the charter has been approved as submitted by each member of the VEBA Advisory Board.

Elizabeth Metzger
Elizabeth Metzger
University Controller

Date: 11-25-14

Dorothy T. Anderson
Dorothy T. Anderson
Vice President of Human Resources

Date: 11/25/14

Leslie Boni
Leslie Boni
Chairperson: ASM Finance Intl Tech Mngt FIT

Date: 11-25/2014

Hans Barsun
Hans Barsun
University Utilities Engineer

Date: 11/25/14

Denece Kesler
Denece Kesler,
Professor Department of Internal Medicine

Date: 11/25/14

Michael Schwantes
Michael Schwantes
Chief Financial Services Office

Date: 11-25-14

Amy Wohlert
Amy Wohlert
Chief Of Staff/Office of Pres

Date: 11/25/2014

David Harris
David Harris
Executive Vice President Administration

Date: 12/3/14

Leslie Jones Eason
Leslie Jones Eason
UNM Retiree

Date: 12-17-14

Gene Henley
Gene Henley
Director of Operations and Advisement

Date: 11/25/14