



**CHARTER OF THE VOLUNTARY EMPLOYEE
BENEFICIARY ASSOCIATION (VEBA) COMMITTEE
FOR THE UNIVERSITY OF NEW MEXICO
RETIREE WELFARE BENEFIT TRUST**

I. Purpose

This Charter contains the entire understanding of the VEBA Committee and supersedes all prior Charters including the, "Charter of the VEBA Advisory Board for the University of New Mexico Retiree Welfare Benefit Trust", dated 2014 and the "Charter of the VEBA Advisory Board for the University of New Mexico Retiree Welfare Benefit Trust", dated 2013. In conjunction with the University of New Mexico Retiree Welfare Benefit Plan ("Plan") and the University of New Mexico Retiree Welfare Benefit Trust document ("Trust Document"), this Charter outlines the responsibilities of the VEBA Committee. The VEBA Committee is responsible for the oversight of the investments of the Trust Fund and the administration of benefits pursuant to the Plan.

II. VEBA Committee Membership

The VEBA Committee shall consist of nine (9) members:

The Controller or Designee;

Vice President of Human Resources or Designee

Two Faculty Appointees recommended by Provost and appointed by the President;

Two Staff Appointees recommended by the Staff Council President and appointed by the President;

Member of the Debt Investment Advisory Committee (DIAC, ex officio, appointed by the President);
and

Two Presidential Appointees

The VEBA Committee may, by resolution, create one or more subcommittees, including an Investment Subcommittee and Appeals Subcommittee, each consisting of two or more VEBA Committee members, to serve at the discretion of the VEBA Committee. The subcommittees shall have such powers as may be delegated by the VEBA Committee. The VEBA Committee may, at any time, revoke or modify any or all of the authority that the VEBA Committee has delegated to a subcommittee, increase or decrease (but not below two) the number of members of a subcommittee, and fill vacancies on a subcommittee from the members of the VEBA Committee.

III. Membership Duties and Responsibilities

The VEBA Committee shall identify members to serve in the following roles: Chairperson, Treasurer and Secretary.



The **Chair** shall be responsible for:

- Chairing meetings;
- Ensuring all relevant information and documents is made available to all VEBA Committee members;
- Ensure that the public is adequately notified of meetings in accordance with the Open Meetings Act;
- Ensuring the VEBA Committee is operating according to its rules identified in the Trust Document;
- Initiating and overseeing activities and projects; and
- Representing the VEBA Committee at external meetings and events.

The **Treasurer** shall be responsible for:

- Maintaining all financial records;
- In conjunction with the Controller or institutional trustee, preparing and presenting financial statements; and
- Maintaining custody of all securities, books and documents of a financial nature.

The **Secretary** shall be responsible for:

- Maintaining a register of members;
- Arranging meetings;
- Assisting the Chairperson with the agenda for meetings;
- Keeping minutes and records;
- Attending to correspondence;
- Ensuring all letters and other documents are properly filed; and
- Maintaining custody of all non-financial books, documents, records and registers of the VEBA Committee.

All VEBA **Committee members** individually commit to:

- Upholding the values and objectives of the organization;
- Giving adequate time and energy to the duties of being a VEBA Committee member; and
- Acting with integrity and avoiding or declaring personal conflicts of interest in keeping with UNM Business Policy 3720; and
- Acting in compliance with VEBA documents, University policies, and applicable law.

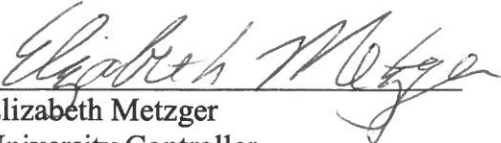
IV. Organization

The VEBA Committee shall hold regular annual meetings and shall meet more frequently as circumstances require. The VEBA Committee shall keep minutes and provide reports to the appropriate designees as required in the Trust Document. The VEBA Committee is committed to full transparency in all its actions and will comply with the provisions of the New Mexico Open Meetings Act, Section 10-15-1 NMSA 1978, *et seq.*, as amended.




SIGNATURE PAGE

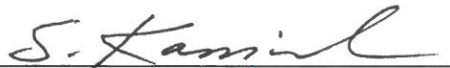
Each member of the VEBA Committee has reviewed this Charter and hereby acknowledges his/her obligations.


Elizabeth Metzger
University Controller
Main Campus Financial Services


Date: 11-20-15


Dorothy T. Anderson
Vice President
Human Resources


Date: 11/20/15


Suleiman Kassiech
Distinguished Professor
Anderson Schools of Management


Date: Nov 29, 2015


Hans Barsun
University Utilities Engineer
Physical Plant Department


Date: 11/30/15


David Harris
Executive Vice President
Administration

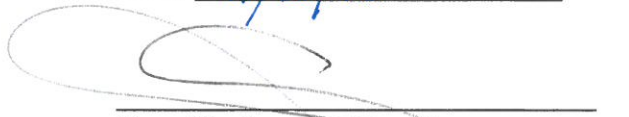
Date: 11/25/15


Nicole Dopson
Financial Officer, Optg Group
Provost General Administrative

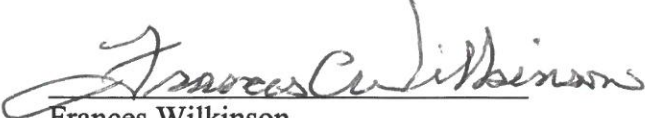
Date: 11/20/15


Dr. Denece Kesler
Professor
IM Division of Epidemiology

Date: 11/20/2015


Gene Henley
Director of Operations and Advisement
School of Public Administration

Date: 11/20/15


Frances Wilkinson
Deputy Dean
University Libraries

Date: 11/20/2015