

WASHINGTON STATE HEALTH INSURANCE POOL

EXECUTIVE COMMITTEE CHARTER

Updated and Approved May 10, 2017

PURPOSE

The Executive Committee provides general oversight to the affairs and interests of WSHIP, including setting of agendas for Board meetings. The committee may act on behalf of the Board, provided that the action is consistent with existing statutes and WSHIP policy.

MEMBERSHIP

The Executive Committee will be comprised of the officers of the WSHIP Board plus the Executive Director who will serve in a non-voting capacity. At least one member must have expertise in finance or accounting or a background with financial oversight responsibilities. If needed, the Board Chairperson may assign an additional member to the committee to fulfill this requirement. A quorum of the Executive Committee shall be two officers.

MEETINGS

The Executive Committee will meet the month prior to each WSHIP Board meeting, or more frequently as needed.

DUTIES

The Executive Committee will:

1. Report all of its actions and decisions to the Board.
2. Review the major operations of the pool.
3. Serve as the Finance Committee, which includes financial and audit functions.
4. Oversee the planning of Board agendas.
5. Be responsible for quality improvement and operational compliance.
6. Provide assistance to the Executive Director to improve efficiency of the organization and serve as a resource to the Executive Director in contract development and other business matters.
7. Oversee the Request for Proposal (RFP) for pool administrator.
8. Evaluate performance of the Executive Director and make compensation recommendations to the Board.
9. Develop annual policy agenda for Board approval.
10. Monitor PCIP-WA financial run-out and contract compliance.