

WASHINGTON HEALTH BENEFIT EXCHANGE ADVISORY COMMITTEE CHARTER

Adopted March 15, 2012

Revised March 27, 2014

Revised July 1, 2022

Establishment

The Washington Health Benefit Exchange seeks to engage with its stakeholders to inform policy development and implementation to meet its mission. As required under Article III, Section 3.1 of the Health Benefit Exchange Board By-Laws, the Exchange Board established the Advisory Committee to provide input to the Exchange Board and to staff on issues related to the Exchange's efforts to improve how Washington residents secure health insurance. Changes to the Advisory Committee charter must be approved by the Board.

Purpose

The purpose of the Advisory Committee is to provide an opportunity for Exchange staff to utilize the expertise of its members to provide feedback and input on various policies, initiatives and strategies; and for Advisory Committee members to have a voice in the development of the Exchange as it seeks to meet its mission.

Members of the Advisory Committee provide expertise, experience and professional perspectives related to the health care industry and other relevant stakeholder interests. Using the Exchange's Mission and the Exchange Board's Equity Statement as guides, Committee members shall deliberate and provide comments to staff and to the Exchange Board, as requested.

Meetings

Exchange staff will coordinate Advisory Committee meetings and create agendas based on Exchange Board, Board Committee discussions, and Exchange priorities.

Advisory Committee meetings are held via virtual technology and occur approximately every other month, and may convene additional meetings as necessary to report to the Board and its committees. Meetings are open to the public. The Advisory Committee shall keep regular minutes of its proceedings. Advisory Committee meeting agendas, meeting minutes, and meeting materials will be sent to Committee members and posted on the Exchange website.

Membership

The Exchange Board is responsible for appointing Advisory Committee members, which are recommended by the Exchange Board's Nominating Committee. The Advisory Committee shall not exceed 20 members at any given time.

Advisory Committee members shall serve two-year terms, beginning July 1. Based on engagement, or lack thereof, the Exchange reserves the right to end a membership term early. If a member of the Advisory Committee leaves the Committee, the Nominating Committee will take into consideration the areas of expertise represented, as well as the needs of the Advisory Committee, and will make a recommendation to the Board on the appointment of a replacement.

Membership of the Committee must reflect the broad range of interests represented by the Exchange's stakeholders, including the health care industry, health insurance carriers, insurance producers, consumers, the business community, including small business, and tribes.

Responsibilities

Advisory Committee members are responsible for:

- Reviewing issues and policy topics that the Board refers to the Committee.
- Providing reports, analysis, and recommendations to the Board on the operation of the Exchange
- Appearing periodically before the Board to report on the Committee's activities.
- Performing other activities related to this charge as requested by the Board.