

WASHINGTON HEALTH BENEFIT EXCHANGE POLICY COMMITTEE CHARTER

**Adopted March 12, 2012
Updated October 4, 2013
Amended February 27, 2014**

Policy Committee Charter

The Board of Directors, (“Board”) of the Washington Health Benefit Exchange established the Policy Committee, (“Committee”) under the authority of Section 3.3 of the Health Benefit Exchange Board Bylaws on March 15, 2012.

Purpose

To assist the Board of the Washington Health Benefit Exchange (the “Exchange”) in deliberation on specific policy topics as assigned or delegated by the Exchange Board. The Committee also considers issues that call for Board involvement but do not require a vote by the full Board. The Committee may receive information from staff, stakeholders, or advisory committees to assist in deliberations. The Committee reports to the Board and makes recommendations.

Composition

The Committee will consist of five Board members, including the Board Chair, who will serve as an ex officio non-voting member, as well as the Insurance Commissioner or his or her designee, who shall also serve as an ex officio non-voting member. The Board chair will appoint board members to the Committee, and designate one board member as the Committee chair.

The Board members on the Committee shall serve one-year terms, beginning March 1, 2014. Board members on the Committee may be reappointed to additional one-year terms. The Board chair should endeavor to maintain continuity of membership of the Committee.

Meetings

The Committee will generally meet once a month and may convene additional meetings as required to carry out its responsibilities. All Committee members are expected to attend each meeting, in person or via tele- or video-conference. Meeting agendas will be provided in advance to members, along with appropriate briefing materials. The Committee shall keep regular minutes of its proceedings and regularly report to the Board on its activities. One or more Committee member may confer with management or employees in order to carry out the Committee’s functions.

Responsibilities

Policy Committee members are responsible for:

- Attending regularly scheduled meetings
- Reviewing issues and policy topics as assigned by the Board
- Providing reports and recommendations to the Board
- Deliberating other policy issues put forward by Exchange staff
- Perform other activities related to this charge as requested by the Board