

**Washington Health Benefit Exchange  
Navigator & Certified Application Counselors Program Technical Advisory Committee  
Charter**

Adopted June 13, 2012

Revised July 24, 2014

The Navigator & Certified Application Counselors Program Technical Advisory Committee (TAC) is established under the authority of Section 3.2 of the Health Benefit Exchange Board By-Laws.

**Purpose**

Members of the Navigator & Certified Application Counselors Program TAC provide expertise, experience and professional perspectives related to policy issues, stakeholder-partner relations, consumer needs and overall performance of the Navigator program, including In-Person Assistants, Navigators and Certified Application Counselors. Items for discussion are passed down from the Board to be considered by the TAC. The TAC will deliberate and provide comments to the Board Policy and Operations Committees.

**Membership**

The Board will appoint TAC members recommended by the Board's Nominating Committee. The TAC shall consist of no more than thirteen (13) members.

Navigator & Certified Application Counselors Program TAC members shall serve one-year terms, beginning July 1. Members may be appointed to additional one-year terms. If a member of the TAC leaves the Committee, the Board will appoint a new member who represents the type of organization the departing member represented. Appointments to the TAC and changes to the charter must be approved by the Board.

**Meetings**

Exchange staff coordinates TAC meetings and creates the agendas based on Board and Board Committee discussions.

Navigator & Certified Application Counselors Program TAC meetings are held via teleconference and occur approximately every month, or as needed. The teleconference is open to the public. TAC meeting agendas, as well as meeting notes, will be posted on the Exchange website.