

WASHINGTON HEALTH BENEFIT EXCHANGE OPERATIONS COMMITTEE CHARTER

Adopted March 12, 2012
Amended February 27, 2014

Operations Committee Charter

The Board of Directors, (“Board”) of the Washington Health Benefit Exchange establishes the Operations Committee, (“Committee”) under the authority of Section 3.3 of the Health Benefit Exchange Board Bylaws.

Purpose

To assist the Board of the Washington Health Benefit Exchange (the “Exchange”) in fulfilling its oversight responsibilities relating to the administration of the Exchange, including operations, finance, and information technology (IT). The Committee will also deliberate on specific topics as assigned or delegated by the Board. The Committee may receive information from staff, stakeholders, or advisory committees to assist in the deliberation. The Committee will report to the Exchange Board and make recommendations.

Composition

The Committee will consist of 5 board members, including the Board chair, who will serve as a non-voting, ex officio member. The Board chair will appoint Committee members, and designate one member as the Committee chair.

The Committee members shall serve one-year terms, beginning March 1, 2014. Committee members 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

Operations Committee members are responsible for:

- Attending regularly scheduled meetings
- Reviewing operations, finance, and IT issues and topics as delegated by the Board
- Reviewing financial statements and reports
- Providing reports and recommendations to the Board
- Perform other activities related to this charge as requested by the Board