

## **IUBC Administrative Sub-committee Charter**

August 29, 2006

### **The Inter-Units Benefits Committee Administrative Sub-committee will:**

- 1) Support the efforts of the Director of Benefits by;
  - ⊕ providing feedback on key issues and,
  - ⊕ helping to prioritize the strategic initiatives of the MUS Benefits Plan.
- 2) Support the efforts of the full committee by;
  - ⊕ sharing essential information concerning the financial statements and,
  - ⊕ working with the Plan Consultants to ensure that committee members understand the structure of the plan.
- 3) Support the efforts of the Plan by;
  - ⊕ scheduling and administering effective and productive meetings and,
  - ⊕ coordinating the distribution of essential information to plan members.
- 4) Support the relationship between Labor and Management by;
  - ⊕ modeling good faith, collaborative efforts to advance issues and,
  - ⊕ using consensus to make decisions where possible.