

## **NAGDCA Committee Charter**

**Title:** Benchmarking Committee

**Strategic Pillar:** Members & Plan Participant Service Innovation

**Purpose:** To oversee the annual benchmarking survey.

**Appointment of Chair/Vice-Chair:** The Committee Chair and Vice-Chair will be appointed by the Vice President of the Board with confirmation by the Board.

**Appointment of Members:** The Vice President will recommend new committee members to the Executive Board at the August Board meeting to replace outgoing committee members. The committee will include at least two at-large government members and at least two industry members. Total membership should be a minimum of seven voting committee members.

**Terms:** The Chair position is for a one year term and may serve up to two consecutive one year terms. Members will be appointed to three-year staggered terms.

**Mid-Term Vacancies:** The President, in consultation with the Chair/Vice-Chair, will appoint members to fill mid-term vacancies.

**Roles and Responsibilities:** The committee will oversee the annual benchmarking survey by:

- recommending changes to the content to the Executive Board,
- developing a timeline for the survey,
- testing the draft survey,
- vetting survey results,
- assisting with content development for consideration by the Executive Board prior to publication, and
- providing recommendations for enhancements to the Executive Board regarding the online portal content and capabilities

**Meetings:** The committee shall hold its annual meeting the Sunday afternoon at the Annual Conference. Additional meetings will be scheduled as needed throughout the year, typically as conference calls. NAGDCA staff will assist the Chair in developing meeting agenda and coordinating committee meetings/calls.

**Minutes:** NAGDCA staff will prepare and distribute meeting minutes to the committee and upon committee approval, to the Executive Board.