

**BEWELLM, NEW MEXICO'S HEALTH INSURANCE EXCHANGE  
EXECUTIVE COMMITTEE CHARTER**

The Executive Committee is a committee of the Board ("Board") of beWellnm, established by Laws of 2013, Chapter 54, in the regular session of 2013. The Executive Committee ("Committee") is established in Article V of the beWellnm Annual Plan of Operations to assist the Board with:

**I. Mission.** The Committee is established to guide the creation and implementation of policies and procedures to provide for the effective operation of the Board and of the New Mexico Health Insurance Exchange.

**II. Committee Functions.**

**A. Annual Meeting & Board Training.** The Committee shall facilitate the annual meeting as defined by the Plan of Operation, oversee orientation training for new Board members, and ensure ongoing training for the Board of Directors.

**B. Chief Executive Officer Annual Goals and Performance Review.** The Committee shall work with the CEO to develop annual goals for consideration for approval by the Board of Directors. The Committee shall also conduct an annual performance review of the CEO.

**C. Board Evaluation.** The Committee shall oversee an annual Committee and Board self-assessment process that involves an assessment of each Committee's charter.

**D. Annual Review of Organization Policies & Procedures.** The Committee shall oversee the annual review of Exchange policies and procedures in coordination with the appropriate Committees. These policies include: Plan of Operations, Communications Policy, Procurement Policy, beWellnm Governing Principles & Conflict of Interest Policy, IPRA Notice of Right to Inspect Public Records, Records Retention, and Open Meetings Act Resolution. Based on the review, the Executive Committee will ensure that the recommended changes are presented to the Board of Directors.

**III. Membership**

**A. Committee Membership and Appointment.** The Committee shall be made up of up to six beWellnm Board members as appointed by the Chairman of the Board, which shall include the Chair of the Board, the Vice-Chair of the Board, the Board Treasurer, the Secretary of the New Mexico Human Services Division and the Superintendent of Insurance. The Chair of the Committee shall designate one Committee member to serve as Vice-Chair.

**IV. Committee Meetings**

**A. Frequency.** The Committee should meet at least annually. Additional meetings will be scheduled as needed to fulfill the Committee's functions as outlined in Section II of this charter.

**B. Meeting Structure and Open Meetings Law.** Meetings of the Executive Committee shall be open to the public, unless the Chair of the Committee determines, at the Chair's discretion, the meeting

Adopted On: 12/19/2014  
Revised On: 3/18/2016

should be closed. Notice of a Committee meeting shall be given to the extent practicable. If possible, the Committee shall post on the beWellnm website the time and place of the meeting and the agenda or matters to be discussed. If the Committee meets for the purpose of taking final action or formulating public policy, and not in an advisory capacity in which it develops recommendations for Board approval, the Committee shall hold its meetings in compliance with the Open Meetings Act and the Board's Open Meetings Act Resolution.

## **V. Annual Evaluation**

**A. Charter Effectiveness.** The Committee shall review the effectiveness of this Charter each year and share any recommended changes with the Executive Committee and Board.