

WELS Retirement Program Commission

Member Qualifications and Duties

Essential position qualifications of all boards and commissions:

- Active male member in good standing in a Wisconsin Evangelical Lutheran Synod (WELS) congregation.
- Faithful to the Holy Scriptures and the Lutheran Confessions.
- Supportive of the synod's Constitution, Bylaws, and policies.
- Knowledgeable of the operation and structure of the synod.
- Have demonstrated experience in administration combined with the ability to delegate responsibilities.
- Committed to the work of WELS and the board or commission.
- Knowledge and skills in one or more areas of board governance and management: finance, investment, trust, legal, etc.
- Willing to embrace the board or commission's mission of leadership in the synod.
- Have a reputation within his profession and the WELS community that would serve to enhance the image of WELS.
- Attendance at quarterly board meetings held at the synod's administrative offices.
- Participation in board teleconferences scheduled between the attended meetings.

Additional qualifications specific to WELS Retirement Program Commission:

- Lay member
 - Well-developed general business background with knowledge of human resources and benefit policy issues, insurance/risk management, legal, actuarial, or financial investment/planning practices.
 - Willingness and capability to serve at the discretion of the WELS Synodical Council for up to three consecutive four-year terms.
- Called member
 - Certified teacher, staff minister, or pastor in good standing in WELS as determined by the WELS Conference of Presidents.
 - Strong interest and history of serving WELS entities in addition to regular call duties.
 - General interest and knowledge of benefit issues pertaining to WELS workers.
 - Willingness and capability to serve at the discretion of the WELS Synodical Council for up to three consecutive four-year terms.

Duties:

- General
 - Stays informed of commission work through pre-meeting review of minutes and reports.
 - Actively participates in meeting discussion and decision processes.
 - Builds collegial working relationship with other commission members and contributes to consensus-building activities.

- Planning
 - Carries out the work of the commission as specified in the WELS Constitution and Bylaws and the WELS Pension Plan and WELS Shepherd Plan documents.
 - Recommends to the Synodical Council a WELS planning philosophy related to retirement benefits and reviews management's performance in achieving it.
 - Annually assesses the external environment related to the commission's work and the WELS strategy in relation to it.
 - Annually reviews plans for funding the benefit planning strategy of WELS.
 - Annually reviews the budget as related to the commission's work and responsibilities.

- Organization
 - Monitors, advises, supports, and, when necessary, recommends changes in management of the Benefit Plans Office (BPO) to the Synodical Council.
 - Is assured that management succession is properly provided.
 - Is assured that the status of organizational strength and manpower planning is equal to the requirements of the long-range goals.
 - Proposes potential commission members to the Synodical Council and assists in filling vacancies as needed.
 - Annually reviews the performance of the commission and takes steps to improve its performance.

- Operations
 - Reviews the results achieved by management as compared with the WELS benefit philosophy, annual and long-range goals, and the performance of similar institutions.
 - Is certain that the financial structure of the WELS Pension Plan and the WELS Shepherd Plan are adequate for their respective current needs and long-range strategies.
 - Provides candid and constructive criticism, advice, and comments.
 - Approves major actions of the Benefit Plans Office, such as capital expenditures and major program and service changes.

- Audit
 - Is assured that the commission and its committees are adequately and currently informed—through reports and other methods—of the condition of the WELS Pension Plan and WELS Shepherd Plan and their operations.
 - Is assured that published reports properly reflect the operating results and financial condition of the WELS Pension Plan and WELS Shepherd Plan.
 - Determines that management has established appropriate policies to define and identify conflicts of interest and is diligently administering and enforcing those policies.
 - Appoints independent auditors in consultation with the WELS Accounting Oversight Committee.
 - Reviews compliance with relevant material laws affecting the WELS Pension Plan and WELS Shepherd Plan and their operations.