

2.4 – Benefits Committee Charter

Date Adopted: January 12, 2010

Amended & Restated: February 10, 2026

Revised: August 4, 2026

Purpose

The Benefits Committee is a standing committee established to support the Board of Trustees in overseeing the administration of member benefits. The Committee shall assist the Board in enhancing operational efficiencies and improving services to members and beneficiaries. The Committee also shall make recommendations to the Board regarding findings, procedures, statutory interpretations, and policy decisions related to benefits and service levels.

Authority

The Committee is authorized to carry out all responsibilities delegated to it by the Board of Trustees concerning the administration of benefits and delivery of services. The Committee may direct NHRS staff to conduct research and analysis, and obtain relevant information from service providers (e.g., actuarial, legal, technology, public pension plan consultant, etc.) to assist the Committee in carrying out its responsibilities.

The Committee may request the engagement of external service providers (e.g., auditors, legal counsel, consultants, etc.) to assist in fulfilling its responsibilities, pursuant to the NHRS Procurement Policy.

Composition

The Benefits Committee shall consist of up to five members appointed by the Board Chair. The Chair of the Benefits Committee shall also be appointed by the Board Chair.

Meetings

- The Committee shall meet monthly, with the authority to convene additional meetings, as circumstances require.
- Meetings shall be held in accordance with New Hampshire open meeting requirements under RSA 91-A, RSA 100-A:14-a, and the Board Meeting Protocol.
- Members may attend meetings in person or via teleconference or videoconference. A quorum shall consist of a majority of the Committee members. Any Trustee may attend and participate in discussions; only Committee members may vote. If any Committee member is attending via teleconference or videoconference, all votes shall be by roll call.
- Meeting agendas and briefing materials shall be distributed in advance.

- Minutes shall be prepared by staff and maintained in accordance with NHRS records policy.
- The Committee may invite members of staff or others to attend meetings and provide pertinent information, as necessary.

Staffing

The Executive Director shall appoint one or more senior staff members to serve as staff liaison(s) to the Committee. NHRS staff shall support the Committee in fulfilling its responsibilities.

Responsibilities

The Benefits Committee shall:

- Provide clarification on statutory and administrative requirements related to benefits and services with recommendations to the Board when necessary.
- Develop and recommend policies to the Board that promote efficient and compliant benefits administration to reflect best fiduciary practices.
- Recommend to the Board legislative, administrative rule, or policy changes related to benefits and service levels.
- Act as the Board's delegate in making determinations on disability retirement applications or refer such matters to the full Board when appropriate. Benefit denials require Board approval.
- Review and make recommendations on applications and appeals for benefits under RSA 100-A.
- Review and make determinations on recoupment matters in accordance with the IRS' Employee Plans Compliance Resolution System (EPCRS), its related guidance, and the Pension Recoupment and Hardship Policies.
- Review and advise the Board on litigation involving benefits.
- Perform other benefit-related duties as requested by the Board of Trustees.
- Review this Charter at least annually and recommend revisions for Board approval.