

## Joint Board for the Enrollment of Actuaries

### CHARTER

#### ADVISORY COMMITTEE ON ACTUARIAL EXAMINATIONS

1. **Advisory Committee's Official Designation.** Advisory Committee on Actuarial Examinations (Advisory Committee).
2. **Authority.** The Advisory Committee is a discretionary committee established and renewed under agency authority in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. § 1001 *et seq.*
3. **Objectives and Scope of Activities.** The Advisory Committee provides advice and recommendations relative to examinations in actuarial mathematics and methodology administered by the Joint Board for the Enrollment of Actuaries (Joint Board) pursuant to its mandate under § 3042 of the Employee Retirement Income Security Act of 1974.
4. **Description of Duties.** The Advisory Committee's duties are to advise and recommend topics for inclusion in the Joint Board's examinations, develop and review examination questions, recommend proposed examinations, review examination results and recommend pass scores. In addition, the Advisory Committee makes other recommendations, as requested, relative to the Joint Board's examination program.
5. **Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations.** The Advisory Committee reports to the Chair of the Joint Board.
6. **Support.** The Joint Board is responsible for providing necessary support for the Advisory Committee.
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs and staff years for the Committee are \$45,000 and 0.1 staff year.
8. **Designated Federal Officer (DFO).** The DFO is a full-time federal employee appointed by the Chair, Joint Board. The DFO's responsibilities include (a) ensuring the Advisory Committee's activities comply with FACA, the FACA Final Rule (41 C.F.R. § 102-3), Joint Board administrative procedures, and any other applicable law and regulations; (b) approving or calling meetings of the Advisory Committee or any subcommittee; (c) approving the meeting agenda; (d) attending all Advisory Committee and subcommittee meetings for their duration; (e) fulfilling the requirements under section 10(b) of FACA; (f) adjourning any meetings if the DFO determines it to be in the public interest; (g) chairing any meeting when so directed by the Chair of the Joint Board; (h) maintaining information on Advisory Committee activities and providing such information to the public, as applicable; and (i) ensuring Advisory Committee members and subcommittee members receive the

appropriate training, including ethics and FACA overview training, for efficient operation and compliance with FACA and the FACA Final Rule.

9. **Estimated Number and Frequency of Meetings.** The Advisory Committee will conduct approximately four meetings each calendar year.
10. **Duration.** The Advisory Committee is a continuing advisory committee.
11. **Termination.** This committee expires two years from the filing date.
12. **Membership and Designation.** The Advisory Committee consists of not more than nine members. The Joint Board appoints all members, who serve at the agency's discretion. The Joint Board appoints the Advisory Committee's Chair and the Secretary of the Advisory Committee after considering the recommendation of the Advisory Committee members regarding these appointments. Each member will be appointed as a Special Government Employee. To ensure a balanced membership, the Joint Board will seek to appoint several members from each main practice area, including small single employer plans, large single employer plans, and multiemployer plans. In addition, to ensure the maximum practicable representation on the Advisory Committee of most points of view extant in the enrolled actuary community, the Joint Board will limit the number of members employed by any one firm or affiliated with any one actuarial organization. Membership requirements are specified in the Membership Balance Plan.
13. **Subcommittees.** This charter grants the DFO the authority to create subcommittees that must report back to the Advisory Committee. Subcommittees may not provide advice or work products directly to the Joint Board.
14. **Recordkeeping.** The records of the Advisory Committee, formally and informally established subcommittees, or other subgroups of the Advisory Committee, shall be handled in accordance with General Records Schedule 6.2 or other Joint Board records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.
15. **Filing Date.** The filing date of this charter is October 16, 2024.