



## BROKER STAKEHOLDER GROUP CHARTER

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**Scope of Activities.** The Broker Stakeholder Group will provide appropriate and relevant advice and counsel on MNSure's operations as it pertains to brokers.

**Description of Duties.** When MNSure program staff request guidance on a question or issue, the stakeholder group is charged with providing opinions and leveraging their expertise to provide input on program operations. The stakeholder group will not provide input that is not in response to a specific request from staff through monthly stakeholder group meetings.

**Composition.** The stakeholder group will consist of 6 to 8 certified brokers. MNSure will use the following criteria when inviting members: expertise and regional representation. Members of the stakeholder group are not able to send a delegate to meetings.

**Term Length and Limits.** Stakeholder group members will be appointed to serve one-year terms with possible reappointment to a second term. Members may serve a maximum of two consecutive terms, for a maximum of two years of consecutive service.

**Participation Requirements.** The initial Broker Stakeholder Group will take place July 23, 2014. Going forward, the group will meet the third Thursday of the month. Members who are unable to attend two or more consecutive meetings of the Broker Stakeholder Group may be subject to replacement. Once per quarter, a subset of the Broker Stakeholder Group will meet with a subset of the Navigator Stakeholder Group and Certified Application Counselor Stakeholder Group. These quarterly meetings will be in addition to the monthly meetings.

**Scheduled Meetings of the Broker Stakeholder Group.** Meetings will be held at the MNSure offices at 81 7th Street East, Suite 300, St. Paul. Members may participate by conference call (or webinar, when appropriate). The following meetings have been scheduled:

- xx, July xx, 10:00 – 11:30 am
- Thursday, August 21, 10:00 – 11:30 am
- Thursday, September 18, 10:00 – 11:30 am
- Thursday, October 16, 10:00 – 11:30 am
- Thursday, November 20, 10:00 – 11:30 am
- Thursday, December 18, 10:00 – 11:30 am
- Thursday, January 15, 10:00 – 11:30 am
- Thursday, February 19, 10:00 – 11:30 am
- Thursday, March 19, 10:00 – 11:30 am
- Thursday, April 16, 10:00 – 11:30 am

While meetings of the Broker Stakeholder Group are not open to the public, meeting minutes will be made available.