



CERTIFIED APPLICATION COUNSELOR STAKEHOLDER GROUP CHARTER

Scope of Activities. The Certified Application Counselor Stakeholder Group will provide appropriate and relevant advice and counsel on MNsure's operations of the Certified Application Counselor (CAC) program.

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 development and operations. While the stakeholder group does not provide input that is not in response to a specific request from staff through monthly stakeholder group meetings, members will have the opportunity to suggest agenda items.

Composition. The stakeholder group will consist of 10 members representing CAC organizations, associations or prospective CAC organizations. MNsure will use the following criteria when inviting members: expertise, representation of large or specialized constituencies, and regional representation.

Designating an Alternate. A member of the stakeholder group may designate a specific individual as an alternate. This alternate may attend a meeting if the member is unable to participate. All meeting invitations and emails will be addressed to the member, who can forward information to their alternate as needed.

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 CAC Stakeholder Group will meet the third Thursday of the month. Members who are unable to attend two or more consecutive meetings of the CAC Stakeholder Group may be subject to replacement. Attendance by the member's designated alternate is an acceptable way of meeting participation requirements.

Scheduled Meetings of the CAC Stakeholder Group. Meetings will be held at the MNsure offices at 81 7th Street East, Suite 300, St. Paul. Members are encouraged to attend the meetings in-person, but may participate by conference call (or webinar, when appropriate).

Once per quarter, or as needed, a subset of the CAC Stakeholder Group will meet with a subset of the Broker Stakeholder Group and Navigator Stakeholder Group to discuss issues of mutual interest. These meetings will be in addition to the monthly meetings.