



Administrative Cost Council Committee Charter

Overview: [Sections below describe the reason for the committee including information on its purpose and whether it is supporting any corporate strategic goals, mandates or other business requirements]

COMMITTEE GOAL/MISSION: Thorough review of request for funding creates both a sentry effect on spending growth and starts to change the culture around expense management at all levels.

COMMITTEE PURPOSE: A forum to focus on initiatives geared toward regulating the growth of administrative expenses. Unlike the budget process, this group has the ability to look at reductions that can be made to processes or systems that cross one or many business areas. They also approve ongoing requests to fill positions and monitor project spending and capacity within the project portfolio.

Operating Guidelines: [Sections below describe operating guidelines that will provide structure around committee meetings including membership, chairs, meeting frequency and other relevant information.]

EXECUTIVE SPONSOR(s): Ruby Kam

CHAIR(s): Ruby Kam

MEMBERSHIP: [Can be in the document or attached as an appendix, provide a brief description of the basis or qualification for membership if applicable]

Voting Members			
Name	Title	Department	Responsibilities
Ruby Kam	CFO	Finance	Financial oversight
Rich Lynch	COO	COO	Leadership of all back/middle office functions
Don Savery	Interim CPO	Human Resources	All aspects of associate governance
Tony Centrella	SVP	Financial Services	Budget planning and oversight
Non-Voting Members			
Name	Title	Department	Responsibilities
Linda McLaughlin	VP	People team	Oversight of HR generalists and recruiting
Jean Guan	VP	COO Chief of Staff	Oversight of project management resources and integration of COO areas



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Voting Members			
Name	Title	Department	Responsibilities
Jim Linehan	VP	Financial Services	Budget planning and management

Membership will be reviewed and updated no less than annually by the Committee Chairs.

MEETINGS: Bi-weekly via Teams or in person

The frequency of the meetings will be reviewed on a yearly basis. Committee members are expected to attend all meetings but may be represented by an appropriate replacement in their absence.

Responsibilities: [The sections below describe what the committee will do, how work will be measured, how work will be reported to others outside the committee and the scope of allowed committee actions and decisions.]

OBJECTIVES: [Outline committee scope of responsibilities based on what the committee work will and will not address, including guidelines for decision-making]

DECISION-MAKING:

ACC approves all staffing requests after reviewing budget status, rationale for need, opportunity to consider lower cost approach, etc.

ACC can approve reduction initiatives, changes to project spend trajectory and the ability for leaders to post positions to be filled.

EXPECTED OUTCOMES: Thorough review of request for funding creates both a sentry effect on spending growth and starts to change the culture around expense management at all levels.

REPORTING STRUCTURE OF COMMITTEE: [Outline reporting obligations of the committee including who will receive reports and the cadence for reporting.]

CONFIDENTIALITY

In conducting its business, members of the Committee will take special care, consistent with the Company's Code of Ethics and Conduct (the Blueprint) to protect the confidentiality of sensitive information it receives.



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CONFLICTS OF INTEREST

Committee members will promptly disclose any conflict of interest they may have with respect to any matter to be discussed by the Committee.

POLICIES: [To the extent the committee is governed by or responsible for oversight of any policies list those policies.]

ANNUAL REVIEW: The Committee Charter will be reviewed and updated annually, and when significant changes occur such as leadership changes, changes in focus to respond to revised corporate priorities, changes in reporting, changes in decision making authority and/or structure, and/or responding to external changes such as regulatory updates.

Document Information: [Version control and record of annual review and updates.]

REVISION HISTORY:

Version	Date	Revision Summary

DOCUMENT OWNER:

Name	Organization

REVIEWERS:

Name	Division	Versions