



BQR Executive Steering Committee Charter

Overview: The BQR Executive Steering Committee is a 30-minute monthly meeting to review at a high level the project risks, timeline and budget.

COMMITTEE GOAL/MISSION: To ensure all Senior Leaders are aware of the project progress, changes, escalations, budget cost review, and address key decisions or RAID items.

COMMITTEE PURPOSE: The BQR Executive Steering Committee was formed at the beginning of the project in alignment with the BQR Project Charter; the purpose of the meeting is to ensure all Senior Leaders are aware of progress, changes, escalations, budget cost review, and address key decisions or Risks, Assumptions, Issues and Dependencies (RAID) items.

Operating Guidelines:

- The Executive Steering Committee meets monthly for 30 minutes
- If a key decision or risk needs to be reviewed by the committee, an Executive Steering Committee meeting may be called off cycle by the PM
- The PM will prepare a presentation for the monthly meeting outlining the timeline, budget and risks and any item which requires Senior Leaders awareness or decision
 - The presentation is reviewed prior to the meeting by the 2-in-the-box (business and ET) leads
- The steering committee meeting is an interactive session which is facilitated by the PM
- The Product Owner will attend the meetings to answer any questions from the Senior Leaders on the project progress, scope or timeline

EXECUTIVE SPONSOR(s): Anthony Centrella

CHAIR/Facilitator: PM Cathy Murray

MEMBERSHIP:

Voting Members			
Name	Title	Department	Responsibilities
Rafael Garcia	VP ET delivery	ET	Decision maker representing ET
Winifred Willis	Chief Underwriter	Finance/Underwriting	Decision maker representing Underwriting
Dawn Perry	Senior VP audit and risk	Audit and Risk Management	Decision maker representing Audit and Risk management
Anthony Centrella	Sr. VP Financial services	Finance	Decision maker representing Finance

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Voting Members			
Name	Title	Department	Responsibilities
Ted Burke	Sr. VP service and operations	Operations	Decision maker representing Operations
Cynthia Thell	Sr VP	Sales (transformation and go to market)	Decision maker representing Sales
Prem Somasundaram	Chief Digital and Technology officer	ET	Decision maker representing ET
Munish Dogra	Engineering director and Value stream lead	ET	Decision maker representing Commercial Value Stream
Non-Voting Members			
Name	Title	Department	Responsibilities
Subbu Mallina	ET Sales Value stream lead	ET Sales	2 in the box project oversight lead
Cathy Murray	Senior Manager, Product Management	ET Sales	Presenter
Suzanne Marrone	Associate Director	Commercial Market Operations	2 in the box project oversight lead
Meskerem Abebe	Sr. Product Owner	Sales Business Solutions	Project Product owner; provides any updates on the status of the story development.
Peter Clemons	Associate Director Budget/Finance	Finance	Ensures BQR finances are in line with the Portfolio Council submission and Clarizen.

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Voting Members			
Name	Title	Department	Responsibilities
Lisa George	VP of Audit	Audit and Risk Management	Represents Audit
Jennifer Stewart	VP Risk Management	Audit and Risk Management	Represents risk management
Arra Close	Sr. Programming Consultant	Audit and Risk Management	Represents Governance, risk and compliance

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

MEETINGS:

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.

- Meetings are monthly for 30 minutes
- Meeting presentations are on the BQR project’s Confluence page: [Link](#)
- Presentation is prepared by the PM

Responsibilities:

- Senior Leaders are made aware of:
 - Project progress, changes in scope, timeline, budget cost review, and address key decisions or RAID items.
- Senior leaders may be asked to provide a decision on any key items brought forward by the project team.

OBJECTIVES:

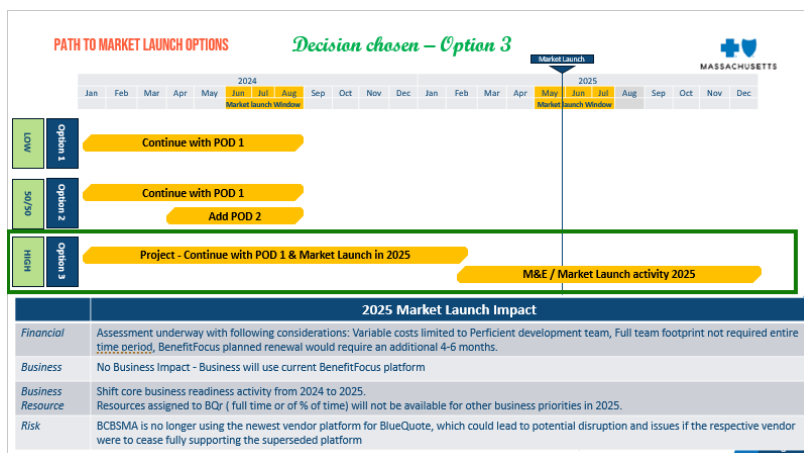
- The PM will present on the following topics and allow for questions and feedback from the senior leaders. If an item requires direct input from the leaders, the PM will allow time for discussion, review and decision making:
 - Project timeline
 - Milestones
 - Budget
 - Accomplishments
 - Risks, Issues, Major Decisions
 - Next steps/Action items

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DECISION-MAKING:

- The PM and the 2 in the box leads would present the issue to be discussed for a decision
- The committee would discuss and provide their feedback.
- Committee decisions are tracked in the Appendix of the Steering Committee deck

Example of a decision slide for the BQR project. 3 options were presented and reviewed with the committee. The committee held the discussion, reviewed the options presented and decided the best path forward was with Option 3.



EXPECTED OUTCOMES:

- The Steering Committee deck will contain any outcomes from the meeting. For example, if any decisions are made by the committee they are tracked within the steering committee deck in the appendix.

REPORTING STRUCTURE OF COMMITTEE:

- Each meeting will have its own Powerpoint presentation. The reports are stored in the BQR Confluence page and can be accessed by the committee members.

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.

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.



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POLICIES: Not applicable.

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:

REVISION HISTORY:

Version	Date	Revision Summary
1.0	3-4-25	Original document draft

DOCUMENT OWNER:

Name	Organization
Cathy Murray	ET Sales Value Stream

REVIEWERS:

Name	Division	Versions
Subbu Mallina	ET Sales	1.0