



Budget Oversight 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: [Describe vision for the committee and how it supports business functions such as strategic goals, mandates or other business requirements.]

COMMITTEE PURPOSE:

A forum to discuss and direct conversations about the annual operating budget. This includes current spending, future budget planning, deviations to budget and levers to offset deviations.

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 Chief Legal Council	People Team/Legal	All aspects of associate governance. Oversight of law department.
Tony Centrella	SVP	Financial Services	Budget planning and oversight
David Corkum	CCO	CCO	Leadership of front office functions
Dawn Perry	SVP	Audit and Risk	Audit, risk and Senior Counsel M&A
Jay McQuaide	SVP	Communications & Citizenship	Internal & external communications and Corporate Citizenship
Krista Bowers	SVP	Government Programs	Oversight of all Senior Market and government programs.
Prem Smasundaram	CIO	Enterprise Technology	Deployment and oversight of all technology.



Budget Oversight Committee Charter

Voting Members			
Name	Title	Department	Responsibilities
Sandhya Rao	CMO	Health and Medical Management	Medical policy programs and oversight.
Non-Voting Members			
Name	Title	Department	Responsibilities
Jean Guan	VP	COO Chief of Staff	Oversight of project management resources and integration of COO areas
David Arnold	VP	People Team	Compensation and benefits.
Linda McLaughlin	VP	People Team	Oversight of HR generalists and recruiting

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

MEETINGS: Bi-weekly, via Teams and 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:

Expense reporting of all operating areas. Requests for additional funding and return expectation. Future period spending caps (ex. 2% growth target), capital project spending levels within operating budget capacity.

DECISION-MAKING:

Approves budget targets, out of budget spending, actions to reduce spending, etc. Reviews capital portfolio prioritization and funding levels.

EXPECTED OUTCOMES:

Spending within budget or within expected and approved variations from budget.



Budget Oversight Committee Charter

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.

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



MASSACHUSETTS

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