

**Brevard Public Schools**  
**Superintendent's Insurance Advisory Committee (SIAC)**  
**CHARTER**

**Purpose and Scope:**

The SIAC will serve as a communications forum to address employee health and welfare benefits in an advisory capacity. SIAC committee members will

- Provide the constituents you represent, through your feedback to them, an opportunity to be involved in making recommendations regarding insurance benefits based on an objective review of the issues;
- Participate in activities and discussions related to the procurement of insurance vendors and benefits;
- Communicate insurance-related matters back to constituents for understanding and feedback; and
- Provide recommendations to the Superintendent on matters related to insurance benefits. Committee authority is limited to recommendations, which are forwarded to the Superintendent for further action.

**Committee Makeup:**

The SIAC is comprised of the following appointed committee members representing a cross-section of the population:

BFT Representatives (3)	Board Members' Appointees (5)
Local 1010 Representatives (2)	School Administrators (1)
Finance (1)	Non-bargaining Representatives (1)
Retirees (1)	

**Meeting Frequency and Committee Member Responsibilities:**

The SIAC will meet on an as-needed basis to address various insurance issues. Meeting notifications will be sent to all members in a timely manner indicating meeting date, time, location, and subject matter. This information also will be made available to the public via the local media.

It is the responsibility of all committee members to

- Attend all meetings as announced. Absence from two meetings during the year will generate a reminder notice, and a third absence will result in replacement;
- Provide communications to and from constituents represented by your appointed category;
- Participate as a voice representing your constituents, not your own personal concerns;
- Serve on sub-committees as necessary; and
- Refrain from addressing individuals' benefits issues; these matters should be addressed through the benefits department.