

THE UNIVERSITY OF WINNIPEG

TRUSTEED PENSION PLAN

BOARD OF TRUSTEES

Terms of Reference: Chair and Vice-Chair of the Board

The actions of the Chair and in the absence of the Chair, the Vice-Chair, are at all times subject to the authority of the Board of Trustees.

Duties and Responsibilities:

The primary responsibilities and duties of the Chair of the Board of Trustees (and in the absence of the Chair, the Vice-Chair) encompass the following:

- Preside at all meetings of the Board of Trustees at which he/she is present.
- Call meetings of the Board of Trustees with the assistance of the Board's recording secretary.
- Prepare the Agenda for each meeting with the assistance of the Board Secretary.
- Facilitate meetings of the Board of Trustees according to Robert's Rules of Order, with the provision that the Chair foster inclusive discussions and test for consensus where possible.
- Serve as a member of the Operations Committee. This does not preclude the Chair from serving on another Board Committee if desired.
- Act (or designate another Trustee to act, where appropriate) as official communicator of the Board of Trustees to Plan Members, Stakeholders, the public and the press, receiving and responding to all queries regarding the Plan, seeking appropriate advice from Trustees, Board Committees, and the Plan's legal counsel and actuary where necessary.
- Serve as general editor of the Board's Newsletter in conjunction with the Operations Committee.
- Field requests for professional services, consulting with the appropriate Committees.
- Ensure that the Board of Trustees and its Committees review and accomplish their annual Calendar of Deliverables.
- Review Action Items from each meeting's minutes and monitor their progress in communication with the relevant Trustees.
- Sign official documents on behalf of the Board of Trustees.
- The Chair is a regular voting member of the Board of Trustees; the Chair does not have a second or a casting vote in the event of a tie.

These Terms of Reference are effective: **November 2011**

All Terms of Reference to be reviewed annually and updated accordingly.