

THE UNIVERSITY OF WINNIPEG
TRUSTEED PENSION PLAN
BOARD OF TRUSTEES

Terms of Reference: Secretary of the Board

Duties and Responsibilities:

The primary responsibilities and duties of the Secretary of the Board of Trustees encompass the following:

- Attend all meeting of the Board of Trustees.
- Provide or cause to be provided all notices to the Board of Trustees and members of Board Committees, as required, and with the assistance of the recording secretary, record all minutes and proceedings of Board meetings.
- Provide all meeting material to Trustees for the purpose of Board meetings.
- Keep all minutes, records, books, and documents etc. of the Board of Trustees.
- Maintain, or cause to be maintained, a Board of Trustees web page, posting approved minutes and other documents as appropriate.
- Draft and assist with the editing of the Board's Newsletter and Annual Report to Plan members based on submissions from the Board Committees.
- Direct inquiries to the Board, to the Board Chair.
- Assist Board Chair and Operations Committee with communications material.
- Participate on one or more Committees of the Board.
- Bring educational opportunities to the attention of Trustees.
- Maintain record of all Trustee terms.
- Advise the Board on due process vis a vis the Trust Agreement.
- Ensure new Trustees receive appropriate material and complete and submit required forms (e.g., Conflict report, Consent & Undertakings, etc.)
- Ensure all Trustees complete Conflict report on an annual basis.
- Ensure return of Board books and Pension Trust property upon resignation of a Trustee.
- Act as instructing officer of the Board of Trustees for the purpose of conveying instructions to the Plan Custodian.

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

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