

THE UNIVERSITY OF WINNIPEG
TRUSTEED PENSION PLAN
BOARD OF TRUSTEES

Terms of Reference: Chair of a Board Committee

Duties and Responsibilities:

The primary responsibilities and duties of the Chair of a Board Committee encompass the following:

- Preside at all meetings of the Board Committee or assign a designate in the event that the Chair is absent.
- Call meetings of the Board Committee.
- Prepare the agenda for the meeting.
- Chair meetings of the Board Committee, with the provision that the Chair foster inclusive discussions and test for consensus where possible.
- Take or cause minutes of the meeting of the Board Committee to be taken.
- Following each meeting, file a copy of the Committee minutes with the Board Secretary.
- Act as spokesperson for the Committee at Board meetings, providing a report to the Board on the activities of the Committee.
- Ensure that the Board Committee reviews and accomplishes its annual Calendar of Deliverables.
- Review action items from each meeting's notes and monitor their progress in communication with the relevant Committee members.
- Prepare a submission for the Annual Report.

These Terms of Reference are effective: **May 2019**

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