

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 (Board) encompass the following:

- Attend all meeting of the Board.
- Provide or cause to be provided all notices to the Board 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 Board minutes, records, books, and documents etc.
- Maintain, or cause to be maintained, a Board of Trustees web page, posting approved minutes and other documents as appropriate.
- Assist with the editing of the Annual Report to Plan Members based on submissions from the Board Committees, Board Chair and Treasurer.
- Direct inquiries to the Board, to the Operations Committee/Board Chair.
- Assist Board Chair and Operations Committee with communications material.
- Serve as a member of the Operations Committee. This does not preclude the Secretary from serving on another Board Committee if desired.
- 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.
- Remind exiting Trustees to return/destroy Board books and Pension Trust property and request confirmation of destruction (reminder to be sent one month after termination and, if necessary, after six months).

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

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