

THE UNIVERSITY OF WINNIPEG
TRUSTEED PENSION PLAN
BOARD OF TRUSTEES

Terms of Reference: Treasurer of the Board of Trustees

Duties and Responsibilities:

The primary responsibilities and duties of the Treasurer of the Board of Trustees (Board) encompass the following:

- Ensure proper accounting records of the Plan are retained.
- Ensure the deposit of money, safekeeping of securities, and disbursement of pension funds.
- Prepare annual operating budget for approval by the Board.
- Provide the Board with regular reports on the financial position of the Pension Trust Fund, including the operating budget.
- Serve as a member of the Operations Committee. This does not preclude the Treasurer from serving on another Board Committee if desired.
- Liaison with the Plan auditor.
- Provide the Board with the Plan's annual financial statements.
- Review the performance of the Plan assets on quarterly basis.
- Process authorized Trustee expense reimbursements, ensuring timely payment.
- Provide a submission for the Annual Report.
- 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: **May 2019**

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