

# The University of Winnipeg Trusteed Pension Plan Board of Trustees

## 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 RSecretary

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 (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 request confirmation of destruction (reminder to be sent one month necessary, after six months).

These Terms of Reference are effective:

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