

Trustee Skills, Knowledge and Experience Criteria

The composition of the board should reflect the broad range of the membership itself and, whenever possible, be balanced by age and gender. The varied backgrounds and experiences which each trustee brings to the table will result in a multi skilled and multi talented board.

The trustee is responsible for the management of the pension plan in accordance with the terms of the trust agreement and as a result, is not subject to the direction of an appointing authority in their role as trustee.

The major activities of the board are to:

- (1) establish and implement pension policy and provide direction to the plan administrative agent concerning the application of the plan rules;
- (2) establish and implement investment policy and provide direction to the plan investment manager concerning the investment of the pension plan assets;
- (3) consider financial information received from the plan administrative agent, auditor or actuary and adopting the resulting financial statements and actuarial valuation reports;
- (4) approve the funds to be used for administrative and investment purposes and for the professional services required by the board;
- (5) hear appeals from plan members and employers of decisions of the plan's administrative agent as a quasi-judicial administrative tribunal;
- (6) select and monitor the performance of the investment manager(s);
- (7) monitor the performance of the administrative agent, and all other agents;
- (8) communicate pension plan information; and
- (9) protect the plan (risk management).

There are a number of fundamental qualifications which should be used as a basis for screening appointments to the board. These include:

- (a) prior experience on a board or committee to assist the appointee in operating in a complex and demanding board and committee environment;
- (b) demonstration of some prior exposure to pension issues whether through association or union work, or through administrative responsibilities and other activities;
- (c) a track record of being able to work co-operatively with others and to provide leadership in a group setting;
- (d) an ability to exercise sound judgement and to problem solve in the execution of their fiduciary responsibilities;
- (e) a high standard of personal values and ethics and an ability to respect the confidentiality of the board's deliberations;
- (f) an ability to effectively communicate orally;
- (g) being prepared to fulfill the time commitments necessary to attend to the duties required of a trustee as the steward of a very significant public sector pension and benefit trust;
- (h) being familiar with the pension plan and being committed to receiving the training and continuing education required to be an effective trustee.

The minimum time commitment for a trustee for meetings, including preparation time and education, should be 25 days a year, plus travel time. Depending on a trustee's level of experience and number of years serving as a trustee, additional time may be required for ongoing education. Newly appointed trustees should expect to dedicate extra time to complete initial orientation and training. The in-house trustee education curriculum contains a large online learning component to allow trustees to complete the course and modules flexibly and in their own time around other commitments. Additional time would be required for a trustee who serves on a committee or as a director of one of the two service agencies. Trustees are encouraged, at a minimum, to serve on at least one committee.

Approved: March, 2014
Last Revised: March 15-16, 2018
November 30 – December 1, 2023