

**Carleton University Academic Staff Association
Carleton University Pension Committee Representative
Terms of Reference**

Mandate

The two Carleton University Academic Staff Association (CUASA) Carleton University Pension Committee representatives are selected by the CUASA Council to represent the interests of CUASA and its members on the Carleton University Pension Committee.

Appointees must be CUASA members and will serve a minimum of one three-year, staggered term to ensure that each appointee completes at least one valuation cycle.

The appointees shall undertake their responsibilities on the pension committee in such manner as to respect and represent the interests and goals of the association in general as well as to meet all of her/his legal and legal duties as they relate to the administration of the pension plan.

These terms of reference shall be interpreted in a manner consistent with the collective agreement, and policies and procedures of CUASA.

Appointment

CUASA Council will appoint CUASA members to the Carleton University Pension Committee using the following process:

1. A call is put out to members for applications.
2. Submissions are reviewed by Council members at a designated meeting.
3. The final candidate is recommended to the Steering Committee for approval.

Duties

The CUASA pension committee appointees are accountable to the association members for the following:

1. Understanding the requirements of the position (i.e., understanding the legal framework for the plan and collaborating with CUASA Steering, Council and staff as needed). See Appendix A for more information.
2. Understanding CUASA, provincial (i.e., OCUFA) and national pension policies, provincial and federal pension laws, collective agreement provisions on pensions, pension plan text, trust agreement and other related documents.
3. Attending pension committee meetings unless unable to do so for reasons such as illness, family emergency, and academic responsibilities. Coordinating with

other the other CUASA appointee to ensure that there is adequate CUASA representation at meetings.

4. Taking the association and plan members' concerns to the Pension Committee.
5. Reporting regularly to CUASA Council and members:
 - a. Attend Council meetings and general members' meetings in order to communicate on:
 - i. The quarterly (and/or annual) performance of the plan
 - ii. The administration of the plan
 - iii. Educate CUASA officers (Steering and Council members) on the plan and a broad range of pension matters to facilitate informed discussion of issues.
 - iv. Other issues related specifically to the Carleton University Retirement Plan;
 - v. General pension issues.
 - vi. Attend all other CUASA meetings at which the pension plan is discussed.
 - b. Maintain and update information about the Pension Committee and plan on the CUASA website.
 - c. Review and recommend changes to all communication from the association to CUASA members related to the pension plan.
6. Member training
 - a. CUASA Pension Committee appointees will work with the CUASA staff to produce a minimum of one pension workshop per year for CUASA members.
7. Participate in pension training such as:
 - a. [Canadian Pension Benefits Institute](#) training.
 - b. Training offered through the Office of Pension Fund Management (e.g., "lunch and learn" sessions with money managers held in Ottawa).
 - c. The annual [Lancaster House pension conference](#).

Reporting relationships

As established under Article 7 of the CUASA constitution.

Appendix A

Legal framework for the Carleton University Pension Plan

Specific overall responsibilities of the Carleton University Pension Committee are set out in the Carleton University Retirement Plan (Section 15) and the plan is governed by the Ontario *Pensions Benefit Act* as well as the Canada *Income Tax Act* and any other relevant legislation.

The Carleton University Pension Committee is a sub-committee of the university's Board of Governors and reports to the Board's Audit and Finance Committee. As per the Carleton University Retirement Plan, as members of the Carleton University Pension Committee, all members and appointees of the Pension Committee shall:

1. Contribute to the determination of all questions in the administration of the plan, including the interpretation, application and review of the provisions and performance of the plan. Such decisions of the pension committee shall be subject to the approval of the Board of Governors ("the board") of Carleton University upon the recommendations of the Audit and Finance Committee of the board.
2. Review the performance of the plan, including meeting with all investment counsel at least once a year, and for the preparation of recommendations concerning proposed changes to the plan to the board through the Audit and Finance Committees.

As per Section 22 of the *Pension Benefits Act of Ontario*, the Pension Committee members and appointees shall fulfill his/her legal duty to all plan members. In particular, the representative shall:

1. Not be influenced by self-interest, and use best efforts to avoid the influence of outside pressure, political consideration or fear of criticism.
2. Not allow past or existing financial, business, professional, family or social relationships, responsibilities or allegiances to influence her or his conduct or judgment.
3. Act fairly, in utmost good faith, independently, impartially, and in the best interests of all plan members.