

QUFA Pension Committee Terms of Reference

Approved by QUFA Executive June 2019

The primary duty of the Pension Committee is to advise the QUFA Executive and Council on pension matters of interest to QUFA members. This duty includes the following tasks:

- Suggesting, to the Executive Committee, nominees for the Sponsor or Trustee boards of the University Pension Plan;
- Suggesting, to the Executive Committee, nominees for the Queen's Pension Plan Joint Pension Committee;
- Serving as a consultative group for a QUFA Sponsor board delegate to the University Pension Plan;
- Keeping apprised of pension plan performance for QUFA members;
- Reviewing UPP Reports to Sponsors and Plan Members;
- Keeping apprised of pension industry developments;
- Keeping apprised of legislative and policy frameworks for university pension plans and JSPPs
- Advising the QUFA Executive and Bargaining Team of pension-related issues.

The secondary duty of the Pension Committee is to be aware of the concerns of QUFA members and to help the Executive Committee with member education on pension matters when needed. This duty includes the following tasks:

- Managing relevant research projects, including surveys of members;
- Designing member education on pension matters;
- Preparing member communications like *Voices* articles, pamphlets or web pages;
- Attending QUFA general member meetings;
- Reporting to general member meetings as needed.

The Committee shall consist of a Chairperson appointed by the Executive Committee, the QUFA President (ex officio), and 4-6 QUFA members who are interested in and reasonably knowledgeable about pensions, who represent different faculties and career stages and who, as a group, are reflective of the diversity of QUFA's membership.

The following terms shall govern the Committee's work:

- All members shall have voice and vote;
- Quorum shall be 50%+1 of the current membership of the Committee;
- The Committee will meet as often as circumstances warrant;
- The Committee shall meet at the call of the Chair or at the bequest of the QUFA Executive or Council;
- A list of Committee members shall be posted on QUFA's website.

A QUFA Staff member shall be assigned to assist the Committee in its work and to assist the Committee Chair with scheduling. The Committee Chair shall have primary responsibility for communicating with the QUFA Executive and may, from time to time, attend Executive or Council meetings at the invitation of the President. The Chair will be supported to attend any general member meetings of the UPP as a QUFA delegate.