

Administrative Staff Insured Benefits Subcommittee Job Description

Position: Alternate, Appointed Representative on the Administrative Staff Insured Benefits Subcommittee

Reports to the Executive Committee as one of two appointed representatives of OCASA to the Insured Benefits Subcommittee, dealing with benefits issues for college administrators.

(Note: “Insured Benefits” comprise those life insurance, medical, dental and other benefits provided through the Sun Life Group Plans. They do not include CAAT Pension).

Committee Mandate:

Working with the College Employer Council, the Insured Benefits Subcommittee:

- Reviews financial performance of the Plan, reviews premium rates, and recommends rate adjustments where needed; (Council and Committee are assisted in this process by AON);
- Recommends improvements or additions to Administrators’ benefits where appropriate;
- Provides a conduit between OCASA and The Council for communication around Insured Benefits issues;
- Occasionally acts as a liaison between individual employees and The Council or Sun Life to help resolve disputes, etc.

Member Responsibilities:

- The representative is required to attend quarterly meetings (1 or 2 in Toronto at the Council office, the rest by teleconference) and to provide follow-up to those meetings as required (OCASA resource staff are also available to the representative to help with administrative tasks).
- The representative is expected to discuss issues arising from the Insured Benefits Subcommittee meetings on a timely basis with the Executive Committee and to provide advice to the Executive Committee in determining appropriate courses of action at subsequent Insured Benefits Subcommittee meetings.
- Regular reporting to the OCASA Board as requested (written form typically)

Term of Appointment: 3-year term, renewable for a second term.

Time Commitment: Approximately 10 hours/year, plus some travel. Many issues as they arise can be dealt with via email, teleconference, etc. All costs associated with travel are covered by OCASA.

Qualifications: Must be an OCASA member with a willingness to learn about benefits. Experience with some knowledge of insured benefits concepts, and/or some financial skill would be an asset. Must be willing and able to attend the meetings (teleconference and face-to-face). We recommend seeking support of your supervisor in this appointment.