

**CAAT Pension Plan Board of Trustees**  
**OCASA Pension Corporation Appointment**  
Deadline for Applications: August 23, 2017

**Position**

*Member of the CAAT Pension Plan Board of Trustees*

This is a volunteer position with expenses covered by the CAAT Pension Plan for attendance at the CAAT Pension Plan Board of Trustees meetings, and by OCASA for attendance at the OCASA Pension Corporation meetings.

**Appointee Responsibilities to OCASA Pension Corporation**

The OCASA Appointee is also a director on the OCASA Pension Corporation (according to its bylaws) and is expected to attend all OCASA Pension Corporation meetings (typically once or twice/year). A report to the Corporation Board is expected twice/year.

It is imperative that the Appointee attend all Board of Trustees and related Committee meetings.

**Term of Appointment**

3-year term, with possible 2<sup>nd</sup> term appointment

**Time Commitment**

- The Board of Trustees and its Committees normally meets 4 times a year (at the CAAT Pension Plan office in Toronto) Each meeting may be one or two days in duration depending on which Committee(s) the Trustee serves.
- Members participate in an annual off-site 2-day retreat
- Board members are expected to serve on one or more Board committees

**Qualifications**

The Appointee needs:

1. to be an OCASA member
2. to have an understanding of the board governance role and the obligations and standards imposed by law in respect of the administration and management of the plan.
3. to have an understanding of the CAAT Pension Plan to be comfortable with financial analysis or legislation that may impact pension plans or their investments

**Training**

The Plan's staff provides orientation and training on matters of board governance (# 2 above), the CAAT Pension Plan (# 3 above) and can arrange for in-house or external training about pension plans, legislation, investments, etc. (#4 above).

**Application requirements**

1. Resume
2. Brief outline of experience and knowledge about pension plans, financial analysis and board governance.

Please submit your application electronically to [info@ocasa.on.ca](mailto:info@ocasa.on.ca).

## About the CAAT Pension Plan

The CAAT Pension Plan manages \$9.4 billion in net assets to meet the pension promise to 28,400 active and 14,900 retired members of Ontario's 24 colleges of applied arts and technology and 15 associated non-college employers. For more information about the CAAT Pension Plan and its governance structure, please visit: [www.caatpension.on.ca](http://www.caatpension.on.ca)

### Plan Sponsors

The CAAT Pension Plan has three sponsors from the Ontario college system, one representing employers and two representing employees. These groups launched the Plan as a separate entity in 1995. Through the Sponsors' Committee, they ensure that appropriate benefits and funding are in place.

The sponsors are:

[Colleges Ontario](#), acting on behalf of the boards of governors for the colleges

[OCASA](#) - Ontario College Administrative Staff Association

[OPSEU](#) - Ontario Public Service Employees Union

### Governance

The CAAT Pension Plan has a bi-cameral governance structure: Board of Trustees and Sponsors' Committee. This governance model fosters cooperation and flexibility, and encourages prudent and responsible decision-making.

The **Sponsors' Committee**: members can act in the interests of the sponsor group that appoints them, however their decisions must be unanimous.

The Sponsors' Committee has two primary roles:

1. The Sponsors' Committee determines if an actuarial valuation is to be filed with the regulators in advance of the 3 year required filing.
2. The Sponsors' Committee approves amendments to the Plan.

All decisions by the Sponsors' Committee must be unanimous.

The **Board of Trustees** is the Plan Administrator and ultimately responsible for the day-to-day administration of the assets and liabilities (pension benefits) of the Plan. The Board of Trustees have a fiduciary responsibility to act in the best interests of all members and beneficiaries.

There are four standing Board Committees: Appeals; Audit; Finance and Administration; and, Investment. The Appeals and Audit committees are each composed of four trustees, with equal representation from employer and employee sponsors. The Finance & Administration and Investment committees are each composed of six trustees, also with equal representation from employer and employee sponsors.

The trustees appoint a Chair and Vice-Chair to preside over the Board meetings for a period of 18 months. One of these rotating positions is filled by an employee trustee and the other by an employer trustee.