

Fax 604 822 5945 elections.information@ubc.ca

September 4, 2018

CALL FOR NOMINATIONS FOR UBC STAFF PENSION PLAN ELECTION

This notice is a call for nominations for **TWO** Board members, to be elected by and from the membership of the UBC Staff Pension Plan ("the Plan"), to serve on the Pension Board for a four-year period from January 1, 2019 to December 31, 2022. UBC Elections has been tasked with the duty of conducting the election on behalf of the Plan.

REQUIREMENTS FOR NOMINATION

- **Completed Nomination Form**: Each nomination form must include <u>the name of the nominee</u> and the <u>identifiable signatures of three (3) nominators</u>. The nominee and nominators <u>must</u> be members of the Plan. The nominee must sign and indicate on the nomination form that they have read the description of the "Role and Responsibilities of a Pension Board Member" (below) and are willing to run for election and abide by such rules established by UBC Elections for the conduct of the election. The election rules can be viewed at: <u>https://senate.ubc.ca/council/rules/nongoverning</u>
- Candidate Statement: Each nominee must provide a candidate statement of no more than 300 words, which will accompany election ballots and be posted on the election website to inform voters about the candidates' comparative suitability for serving on the Board. Statements may include such information as current/past work or volunteer experiences, and/or examples of why the candidate believes they would be suitable for the position. Please note that inclusion of hyperlinks in candidate statements is not allowed.

Please see the other side of this page for the Nomination Form and detailed instructions on how to submit a nomination form and candidate statement.

ELECTION PROCESS

Should an election prove necessary, election packages will be emailed or mailed to all Plan members on Tuesday, October 23, 2018.

ROLE AND RESPONSIBILITIES OF A PENSION BOARD MEMBER

The UBC Staff Pension Plan is administered by a Pension Board. There are nine Board members on the Pension Board; four are appointed by the University, four are elected by members of the Plan, and the UBC Board of Governors appoints an independent non-voting chair.

The University has delegated many administrative functions to the Pension Board. The primary responsibility of the Pension Board is to represent the interests of all members and recommend Plan policy and procedure improvements to the University, including the Plan's asset mix. The day-to-day administrative duties are performed by the staff in the UBC Pension Administration Office who work closely with the Pension Board.

Board members, because of their responsibilities, become knowledgeable in:

- Plan Design,
- Plan funding and benefit security, and
- Plan asset management.

Once elected to the Pension Board, a Board member is expected to attend approximately six five-hour business meetings per year and the annual Pension Fair. In addition, each Board member serves on a subcommittee of the Pension Board. This is a voluntary, non-remunerative commitment, which requires the cooperation of the Board member's supervisor.

Please note that the University is responsible for investing the Plan's assets. The University has delegated this responsibility to UBC Investment Management Trust (UBC IMANT), and the UBC Board of Governors appoints the UBC IMANT Board. UBC IMANT has been delegated the responsibility of implementing the asset mix policy as determined by the Pension Board and their advisors, and as approved by the UBC Board of Governors.

NOMINATION FORM

We, the undersigned Plan members, wish to nominate _______as a candidate for the UBC Staff Pension Plan 2018 Election to serve on the Pension Board for a four-year period commencing January 1, 2019.

1.			
	(signature of nominator)	(print name)	(employee ID)
2.			
	(signature of nominator)	(print name)	(employee ID)
3.			
	(signature of nominator)	(print name)	(employee ID)

TO BE COMPLETED BY THE NOMINEE:

I have read the *"Role and Responsibilities of a Pension Board Member"* and I wish to run for election to the Pension Board. I am aware that I am required to **email** to UBC Elections a candidate statement of <u>no more</u> than 300 words (in electronic format, e.g., .doc, .txt) regarding my qualifications to serve as a Board member. My candidate statement was emailed to UBC Elections on _______ or will be **emailed** no later than 4:00 p.m. on Tuesday, October 2, 2018. *(yyyy/mm/dd)*

(signature of nominee)		(print name)		(employee ID)
Position:				
Department:				
Daytime Phone:	Email:		Date:	
				(yyyy/mm/dd)

To be considered valid, your completed nomination form must be received by UBC Elections, Enrolment Services no later than 4:00 p.m. on Tuesday, October 2, 2018. Your candidate statement must also be received by this deadline for it to be used in the event of an election. Nomination forms can be submitted to Ms. Stephanie Oldford by one of the contact methods listed below. Receipt of completed nomination forms and candidate statements will be confirmed within two business days of the close of the nomination period. If not, please contact Ms. Stephanie Oldford for confirmation.

Questions related to the election process can be directed to Ms. Stephanie Oldford. All other questions can be directed to the UBC Pension Administration Office (<u>pensions@hr.ubc.ca</u> or 604 822 8100).

RETURN BY MAIL TO: Ms. Stephanie Oldford UBC Elections, Enrolment Services Brock Hall, 2016 - 1874 East Mall Vancouver, BC Canada V6T 1Z1 OR FAX TO: Ms. Stephanie Oldford UBC Elections, Enrolment Services 604 822 5945

OR EMAIL YOUR SCANNED FORM TO: elections.information@ubc.ca