



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 the name of the nominee and the identifiable signatures of three (3) nominators. The nominee and nominators must 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: <https://senate.ubc.ca/council/rules/nongoverning>
- **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.

