



September 4, 2024

CALL FOR NOMINATIONS FOR UBC STAFF PENSION PLAN BY-ELECTION

This notice is a call for nominations for **ONE** Board member, to be elected by and from the membership of the UBC Staff Pension Plan (“the Plan”), to serve on the Pension Board for a two-year period from January 1, 2025 to December 31, 2026. UBC Elections has been tasked with the duty of conducting the by-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.

BY-ELECTION PROCESS

Should an election prove necessary, by-election packages will be emailed or mailed to all Plan members on Thursday, October 24, 2024.

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. 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, and the UBC Board of Governors appoints the UBC Investment Management Board. UBC Investment Management 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 2024 By-Election to serve on the Pension Board for a two-year period commencing January 1, 2025.

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 UBC Elections a candidate statement of no more 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 Thursday, October 3, 2024. *(yyyy/mm/dd)*

*(signature of nominee)** *(print name)* *(employee ID)*

Position: _____

Department: _____

Daytime Phone: _____ Email: _____ Date: _____
(yyyy/mm/dd)

**Nominators and the nominee are permitted to sign the form electronically. Alternate electronic submissions options are available, if needed. Contact elections.information@ubc.ca with any questions about submitting a nomination form.*

To be considered valid, your completed nomination form must be received by Jessica Iverson at UBC Elections, Enrolment Services no later than 4:00 p.m. on Thursday, October 3, 2024. 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 emailed to UBC Elections at elections.information@ubc.ca. All materials must be submitted electronically. 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 Jessica Iverson at elections.information@ubc.ca for confirmation.

If you need to withdraw your candidacy from the election, you must do so in writing to elections.information@ubc.ca by 4:00 p.m. on Friday, October 11, 2024.

Questions related to the election process can be directed to Jessica Iverson. All other questions can be directed to the UBC Pension Administration Office (pensions@hr.ubc.ca or 604 822 8100).

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