

BOARD CHAIR ROLE DESCRIPTION

Summary

The Nova Scotia Public Service Long Term Disability Plan Trust Fund is co-sponsored by the Nova Scotia Public Service Commission and Nova Scotia Government and General Employees Union. The Sponsors of the Trust appoint the Independent Chair of the Board of Trustees. The Chair is responsible to oversee and guide the affairs of the Board of Trustees, to provide leadership to the Board and to ensure that it acts in the best interests of the Plan members in providing the benefits prescribed in the Long-Term Disability Plan text. The Chair is responsible for overseeing the good governance of the Board of Trustees and for ensuring that it discharges its responsibilities in a manner that is consistent with the trust deed.

Duties

1. The Chair acts as the liaison between the Board of Trustees and the Sponsors and will meet at least once annually with the Sponsors but as often as the Sponsors or Chair may require. The Chair shall provide the Sponsors with copies of the minutes of each meeting.
2. The Chair shall call at least four meetings per calendar year of the Board of Trustees on a schedule approved by the Board of Trustees at the beginning of each year. Additional meetings may be called as required.
3. The Chair shall establish the agenda for meetings of the Board of Trustees that are based on the responsibilities of the Board and reflect current priorities. The Chair shall ensure that appropriate briefing materials are prepared in advance and circulated to the Board so that the meeting can operate in the most expeditious manner. The Chair shall ensure that issues properly before the Trustees are dealt with in a timely fashion by the Board of Trustees and that matters which are properly the business of the Sponsors are referred to the Sponsors.
4. The Chair is responsible for the conduct of each meeting of the Board of Trustees and shall act as Chair of each meeting. The Chair will specifically:
 - Ensure the orderly conduct of business
 - Ensure constructive communication and relationships among the trustees
 - Assist the trustees to reach consensus by encouraging dialogue by all trustees

- Ensure clarity regarding decisions reached and recorded
5. The Chair does not have a vote unless it is to break a tie at a meeting where a vote has been called.
 6. The Chair may meet with any third-party supplier to the Board of Trustees to ensure that the interests of the Trustees are being met and to seek assistance and direction from that third-party supplier if necessary.
 7. The Chair is an ex officio member of all committees of the Trustees and provides assistance to all committees as necessary.
 8. The Chair shall meet regularly with the CEO to ensure that the Board is kept informed of all matters relevant to their responsibilities.
 9. The Chair is responsible for initiating and conducting an annual performance review of the CEO. The performance review shall be done in a confidential manner and include input from the Trustees, Sponsors and such other parties as the Chair feels are appropriate, and communicate the results to the review, to the CEO, and the Sponsors.
 10. The Chair is responsible for reviewing and approving travel requests and the expenses of the CEO.
 11. The Chair may provide such direction to the CEO as required between meetings to ensure matters of the LTD Plan Trust are properly conducted.
 12. The Chair is responsible for providing the plan Sponsors with a written report annually. Such report shall include expenses incurred by the Chair and the CEO during the year.

Term

The Sponsors appoint the Chair for a 3-year term. The appointment may be terminated by the Sponsors or the Chair with a 90-day written notice.

Remuneration

The Chair receives a stipend of \$1,000 per month for a total of \$12,000 annually. Expenses for travel and training will be paid with prior approval from the plan sponsors.