

# The University of Winnipeg Trusteed Pension Plan Board of Trustees



## Duties and Responsibilities:

The primary responsibilities and duties of the Treasurer of the Board of Trustees (Board) encompass the following:

Ensure proper accounting records of the Plan are retained

Ensure the deposit of money, safekeeping of securities, and disbursement of pension funds.

Prepare annual operating budget for approval by Board.

Provide the Board with regular reports on the financial position of the Pension Trust Fund including the operating budget.

Serve as a member of the Operations Committee. This does not preclude the Treasurer serving on another Board Committee if desired.

Liaison with the Plan auditor

Provide the Board with the Plan's annual financial statements.

Review the performance of the Plan assets on quarterly basis.

Process authorized Trustee expense reimbursements ensuring timely payment

Provide a submission for the Annual Report.

Act as instructing officer of the Board of Trustees for the purpose of conveying instructions to the Plan Custodian.

These Terms of Reference are effective: ~~1~~ 2

All Terms of Reference to be reviewed annually and updated accordingly.