

**Terms of Reference  
Pension Representative and Alternate  
Dalhousie University**

The Dalhousie Pension Advisory Committee (P.A.C.) has a mandate for “any matter relating to pensions and the administration of the Plan...” In effect it is the court of initiation and arbitration on matters related the University Pension Plan. Some of those responsibilities are:

Plan Design	Administration
Legislative Compliance	Plan Funding
Communication/ Education	

The Dalhousie Professional Management Group (DPMG) was a non-voting status seat at the Pension Advisory Committee, a place that was granted by the consent of the Board of Governors which gave up one of their seats for this initiative.

DPMG is permitted attendance by its (elected) Representative, with or without an Alternate Representative. Representation named by the Board shall not exceed (parity) those named by the bargaining units.

The Advisory Committee shall consider any matter relating to pensions and the administration of the Plan referred to it by the Board of Governors, the Dalhousie Faculty Association, other bargaining units or staff groups. A decision by the Advisory Committee to approve any amendments or changes to the Plan requires a majority vote of the representative present.

The DPMG shall hold an election of an Alternate member every other year. The two year term of the Alternate carries with it the mutual understanding that the Alternate will succeed the Pension Representative upon completion of their two year term and thence assume responsibility as Pension Representative for a further two year term (total 4 – year Terms).

As the principle role of the Pension Representative and Alternate resolve around their membership at the Pension Advisory Committee, their responsibilities will include:

- Representation of the members of DPMG in all matters under consideration by the Pension Advisory Committee, or delegated sub-committees as may be established.
- The Alternate and Pension Representative should pursue any and all opportunities that may enrich their working knowledge of the history, topics and initiatives considered by the P.A.C.
- The Representative is a non-voting P.A.C. member, but is permitted and will be expected to express the views of DPMG on any matter affecting the DPMG membership. In this regard, as the Representative and Alternate do not represent their singular views, they are

responsible to familiarize the DPMG Executive with topics, to seek out membership objectives from the Executive and subsequently to express those (DPMG) views and opinions.

- In any matter where a vote on a non-administrative matter is forthcoming, the Representative or Alternate shall request advice and direction, albeit they are not permitted to vote, and should brief the DPMG Executive subsequently on the results of these votes.

The Pension Representative should maintain an historical copy of all Agenda, Minutes, Reports and initiatives undertaken at the P.A.C. and its' sub-committee(s). Those documents should be passed on the subsequent Representative (Alternate) through the DPMG Executive. An end-of-term debriefing may be requested or provided in an effort to retain as much as possible a consistent and focused approach to Pension Plan debate and issues.