

## Terms of Reference for RTO/ERO Standing Committees

### **Audit Committee**

The Committee shall be composed of five (5) members, at least three (3) of whom are Directors of the Board.

Terms of Reference:

- a) To receive reports on the financial reporting process and to review internal controls from the Auditor or the Chief Financial Officer and report to the Board;
- b) To revise the scope and terms of the audit engagement, including the proposed fees, and review the plan for the annual audit with the external Auditor and report to the Board;
- c) To recommend to the Board the appointment of an external Auditor, in consultation with management;
- d) To review the audited financial statements with the external Auditor and management, and to report with recommendations to the Board;
- e) To review the organization's management of risk and highlight any areas requiring review, and
- f) To prepare a written report to the Board for the Annual Meeting related to the aforementioned duties.

### **Benefits Committee**

The Committee shall be composed of four (4) Directors of the Board and six (6) Members at Large, all of whom shall be participants in the RTO/ERO Group Insurance Plan.

Terms of Reference:

- a) To develop and make recommendations as necessary, to the Board on the operation, administration, interpretation, and application of the RTO/ERO Group Insurance Plan;
- b) To develop and make recommendations to the Board, as necessary, on the development of policies and procedures to provide for the governance of the RTO/ERO Group Insurance Plan;
- c) To make recommendations to the Board on the appointment and review of insurance carriers, underwriters, administrators, claim payers, consultants, and other professional help. A formal review of these third party providers shall be done by an

- external organization, approved by the Board, at least every seven years and make recommendations to the Board;
- d) To review and make recommendations to the Board on plan design and premiums;
  - e) To oversee the Benefit Entitlement Review (BER) process and ensure that unresolved issues and their ongoing status are reported to the Board;
  - f) To provide, through the Board, a written report at the Annual Meeting and at the Fall Forum of RTO/ERO wherein the financial experience and operation of the various plans of RTO/ERO are disclosed;
  - g) To make recommendations to the Board on any requirement to establish a separate fund or expend money from the Health Premium Stabilization Fund, and
  - h) To recommend to the Board strategies and resources regarding wellness for members.

## **Governance Committee**

The Committee shall be composed of three (3) Directors of the Board and five (5) Members at Large.

Terms of Reference:

- a) To be familiar with the content of the By-Law and Policies;
- b) To review amendments to the By-Law and to provide advice to the Board on any possible amendments as requested by the Board;
- c) To provide procedural leadership at the Annual Meeting and at Forum meetings as required;
- d) To make recommendations to the Board about improving procedures based on Annual Meeting evaluations;
- e) To review and advise Districts on their District Governance Manuals on a cyclical basis;
- f) To review motions approved at the Annual Meeting to ensure that appropriate amendments have been made to the By-Law, and
- g) To review motions submitted by Districts for the Annual Meeting and to provide feedback to Districts on appropriate wording as necessary.

## **Nomination Committee**

The Committee shall be composed of three (3) Directors of the Board and four (4) Corporate Members as elected at the Annual Meeting.

Terms of Reference:

- a) To develop, review and recommend competencies to the Board that would be an asset to the Board;
- b) To recommend to the Board the competencies needed in the next set of Directors to be elected;
- c) To conduct a call for applications for election to the Board from the RTO/ERO membership;
- d) To review the applications, submitted to the Chief Executive Officer, of candidates standing for election to the Board at the Annual Meeting;
- e) To conduct the election of candidates standing for election to the Board;
- f) To conduct the election of the Chair and Vice-Chair for the Board by Board members who will be serving on June 1st.
- g) To recommend to the Board members at large to serve as Members of the Benefits and Governance Committees, and
- h) To recommend to the Board, members at large to serve as Chairs and Members of the Advisory Committees.

## **Terms of Reference for RTO/ERO Advisory Committees**

### **Marketing and Communications Committee**

The Committee shall be composed of seven (7) members including the Chair of the Committee.

Terms of Reference:

- a) To provide outreach to prospective members including conference representation;
- b) To recommend to the Board communication issues, strategies, initiatives and products to be developed by RTO/ERO;
- c) To serve as a resource to the Board, Districts and other Committees;
- d) To monitor RTO/ERO communication practices and provide recommendations to the Board regarding effective internal and external communication practices, and
- e) To offer District and regional workshops when requested and within the Committee's budget.

## **Member Services Committee**

The Committee shall be composed of seven (7) members, including the Chair of the Committee.

Terms of Reference:

- a) To provide outreach to prospective members including conference representation;
- b) To make recommendations to the Board regarding the development and implementation of a District volunteer, recruitment, and succession planning strategy;
- c) To provide recommendations to the Board about continuous improvement of retirement planning workshops;
- d) To review the service and outreach of the Goodwill program and recommend initiatives to the Board;
- e) To encourage Districts to have a Goodwill program;
- f) To provide advice regarding the enhancement of district travel opportunities, and
- g) To recommend strategies and resources to the Board related to the provision of relevant information to members regarding wills, powers of attorney and estate planning.

## **Political Advocacy Committee**

The Committee shall be composed of seven (7) members, including the Chair of the Committee.

Terms of Reference:

- a) To identify and monitor external organizations and issues related to retirees, seniors and pensioners and to recommend initiatives to the Board;
- b) To identify and provide resources supporting District advocacy and pension initiatives as approved by the Board;
- c) To support District Advocacy Committees on local advocacy, of Board approved initiatives;
- d) To recommend to the Board criteria for District use in election campaigns;
- e) To be knowledgeable about the provisions of all pension plans represented throughout our current and prospective membership and to make recommendations to the Board regarding the communication of relevant pension information, and
- f) To provide advice on the development and implementation of federal or provincial legislation which does not support Defined Benefit pensions.

## **Project – Service to Others Committee**

The Committee shall be composed of six (6) members including the Chair of the Committee.

Terms of Reference:

- a) To make recommendations to the Board regarding the selection criteria for PSTO grants and scholarships;
- b) To review and evaluate applications for PSTO grants and scholarships and recommend successful applicants for approval to the Board, and
- c) To ensure that all approved PSTO projects include appropriate recognition and visibility for RTO/ERO in the local community.