

TRUSTEE EDUCATION POLICY

Participation in education is an important requirement for all trustees. The Board encourages membership in professional associations and attendance at conferences and seminars that equip them with the information, knowledge and skills required to carry out the full range of responsibilities and duties expected of a trustee.

1. Newly Elected/Appointed Trustee Orientation and Training

- Newly elected/appointed trustees are encouraged to view the CUPE Employees' Pension Plan (CEPP) website to view/familiarize themselves with CEPP documents.
- Newly elected/appointed trustees will be provided a one day workshop covering basic information respecting roles of trustees and information related to the administration of pension plans. This includes information about the CEPP specifically, as well as general information on the role/duty of a trustee.

2. Ongoing Trustee Education

- Regular in-house training and education will be provided to meet the needs of Trustees. This will include legal and legislative updates, actuarial educational programs, and programs concerning pension investments.

3. Each Trustee is Strongly Encouraged to Attend the Following Certificate Programs Approved and Paid by the JBT:

- International Foundation of Employee Benefit Plans (IFEBP) Foundations of Trust Management Standards (FTMS);
- International Foundation of Employee Benefit Plans (IFEBP) Advanced Trust Management Standards (ATMS) Session A & Session B;
- International Foundation of Employee Benefit Plans (IFEBP) Master of Trust Management Standards (MTMS) Session A & Session B;
- SHARE Trustee Training;
- Any trustee training provided by the labour movement;
- Any other equivalent education programs from another institution.

4. Guidelines for Accessing Trustee Education

- Each trustee will be allocated \$5,000 per calendar year to use for education and training. This amount will cover hotel accommodation, registration, per diems, miscellaneous expenses (ex. phone calls, internet, faxes, books, etc.) and transportation.
- Airfare will be paid separately and is not considered part of the \$5,000.

- Costs related to Trustee related certification (FTMS, ATMS, etc.) under #3 above will be covered separately from the \$5,000 allocation.
- Lost wages will be covered separately from the \$5,000 allocation.
- The amount of \$5,000 is expressed in Canadian dollars. When training costs are incurred outside of Canada, the amount reimbursed to trustees will be converted to the foreign currency. The conversion portion of the amount reimbursed will not be considered part of the \$5,000 allocation.
- If trustees go over \$5,000 cap, the overage will be reported to the JBT and deducted off the following years' allocation.

5. Attendance at Conferences

- Trustees shall be encouraged to attend conferences and seminars that are held in Canada.
- Trustees may attend one conference or seminar per year in the United States. Attendance at a second conference or seminar in the United States in the same year requires advance approval of the Chair and Vice-Chair. Costs for such conference/seminar shall come from the trustee's education spending account.
- Attendance at a conference should not conflict with attendance at regularly scheduled JBT meetings unless such attendance is approved in advance, by the JBT.
- A trustee is expected to report to the JBT for information at the next meeting on any conferences attended and the value to the JBT of attending the conference in the future using the table below.
- The Administrative Agent shall keep a running total of the expenses incurred in regard to each trustee's education spending account and shall provide updates to the JBT.

Conference or Seminar Name	Date of Attendance	Value of Conference and Comments