



Expressions of Interest are currently being accepted to fill an upcoming vacancy on the Board of Directors (Board) of Public Service Superannuation Plan Trustee Inc. (PSSPTI) to represent non-union, active employees of participating employers of the Public Service Superannuation Plan (PSSP or Plan). An applicant must be a non-union, active employee of a participating employer of the PSSP. (A list of participating employers may be found in Appendix 2 of the plan text at the following link: [Public Service Superannuation Plan | Nova Scotia Public Service Superannuation Plan \(nspssp.ca\)](https://www.nspssp.ca)) This appointment will be effective April 1, 2023.

Who we are:

PSSPTI is the Trustee of the PSSP and the Public Service Superannuation Fund (Fund). PSSPTI has a fiduciary duty to oversee the sound administration and investment management of the PSSP and the Fund and make key decisions that are in the best interests of all PSSP members and beneficiaries.

As of December 31, 2021, the PSSP had more than 41,000 members and the Fund held assets of approximately \$7.7 billion.

Board Composition:

The Board is comprised of 12 directors appointed by various stakeholders or the Board. Appointing entities include the Nova Scotia Government and General Employees' Union (NSGEU), the Nova Scotia Government Retired Employees Association (NSGREA), the Canadian Union of Public Employees, Local 1867 (CUPE), and the Nova Scotia Government. Details can be found under Section 7 of the *Public Service Superannuation Act*. An independent chair leads the Board.

Committees:

There are four standing committees of the Board (Committees): Audit, Actuarial and Risk; Governance, Communications and Member Services; Investment; and Plan Rules. All directors are required to sit on at least one Committee.

Term:

The initial appointment will be for up to 3 years. Additional reappointments may be considered, to a maximum of 10 consecutive years.

Meeting Location:

Meetings take place at the offices of Nova Scotia Pension Services Corporation, 7<sup>th</sup> Floor, Purdy's Tower 2, 1969 Upper Water Street, Halifax, Nova Scotia.

Meeting Frequency:

The Board meets 5 - 6 times per year. Standing Committees meet 3 - 5 times per year. Ad hoc meetings may be scheduled from time to time.

### Education & Training:

Orientation sessions are provided to all new Board directors.

Board directors are also strongly encouraged to participate in appropriate educational and training activities. Financial support, including attendance at industry conferences, is provided (to a maximum of \$5,000 per year) pursuant to PSSPTI's Education and Development Policy. Some in-house training is also provided in conjunction with Board and Committee meetings, and an 'education day' is organized and held annually.

### Remuneration:

Pursuant to the PSSPTI's Director Remuneration Policy: "Anyone who serves on the Board and/or a Committee in relation to or as part of their full-time employment, and/or with the permission, acquiescence or approval of their third-party employer, would not be eligible to receive remuneration."

### Expenses:

Reasonable expenses for attendance at all PSSPTI meetings and events will be reimbursed pursuant to PSSPTI's Travel and Expense Policy.

### Commitment:

Being a PSSPTI Board director involves a significant commitment of time and requires a high level of engagement. Applicants should ensure that their employer is aware of the commitment involved in being a PSSPTI Board director and that their employer agrees to permit them adequate time to fulfill Board obligations, including meeting preparation, meeting attendance, training, education, and conferences.

### Governing Documents:

- *Public Service Superannuation Act*
- By-laws
- Plan Text
- PSSPTI Policies

### Competencies and Other Requirements:

1. Significant experience and demonstrated knowledge in at least one of the following areas is required:
  - Actuarial
  - Audit
  - Board governance
  - Compliance
  - Financial
  - Human Resources
  - Investments
  - Legal
  - Pension Administration
  - Risk Management

- Strategic Planning
2. Excellent interpersonal and communications skills
  3. Proven relationship-building skills, including the ability to actively listen to differing points of view and recognize and respect diversity on the Board and within the Plan membership
  4. Ability to collaborate to resolve issues and find innovative solutions to challenges facing the Plan
  5. Ability to consider the immediate issues facing the Plan but within the broader context of the longer-term horizon
  6. Ability and willingness to accept the director's fiduciary duty to work in the best interests of the Plan and all its members

Please submit your resume and cover letter to the attention of:

Governance, Communications & Member Services Committee

Email: [psspti@nspension.ca](mailto:psspti@nspension.ca)

The deadline for submissions is September 30, 2022.

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We are committed to fostering a diverse, inclusive, accessible environment where all Directors, employees and clients feel valued, respected and supported. We encourage people from diverse communities to apply and invite applicants to self-identify.

We are committed to ensuring accommodations are made available to persons with disabilities during the recruitment, assessment and selection processes and will provide reasonable accommodation upon request and if appointed, during the term of appointment.