



Here For You

Board of Directors

Terms of Reference & Job Descriptions

President

By-laws:

The President shall:

- preside at meetings of the Association and of the Board, but may request a Vice-President or another member of the Board to act in his or her stead;
- generally coordinate the activities of the Association;
- represent the Association, obeying its direction and declaring its will;
- perform or delegate such duties as the Board may assign from time to time; and
- be an ex-officio member of all the Association's committees and study groups.

Responsibilities/Tasks:

- chair meetings of the Association and Board
 - appoint a replacement if unavailable, starting with the 1st vice-president and moving down the list and onto another board member until someone is available
- ensure that the agenda for each Association and Board meeting works towards the Association's mandate
- attend ADRP committee meetings regularly as an ex-officio member
- oversee effective Board function
- meet periodically with Board members to discuss Board functioning and director support
- represent the Board (or send a delegate as appropriate; usually another Board member) at non-ADRP meetings as requested or required
- undertake (or assign a delegate as appropriate; usually another Board member) the duties of a Board member who is unable to fulfil their assigned duties
- liaise with University administration as required in relation to ADRP member issues
- represent ADRP at University functions for retirees and pensioners
- attend (or send a delegate as appropriate) ADRP social events as available
- respond (or delegate as necessary) to ADRP member inquiries and concerns
- protect ADRP member privacy
 - use password protected computer access and secure internet access

When done:

- draft agendas are to be send to the Secretary at least 16 days before the next meeting
- the President's report is to be sent to the Secretary at least 10 days before the next meeting

Estimated time required: 5-7 hours/month

Approved September 16, 2025

Vice-President

By-laws:

The Vice-President (up to four [4]) shall:

- in the absence or inability of the President, act in his or her stead; and
- perform such duties as the Board may assign from time to time.

Responsibilities/Tasks:

- chair meetings of the Association and Board in the President's absence
 - In the absence or inability of the President, a Vice-President shall act in his or her stead in the designated order of precedence (i.e. First, then Second, then Third, then Fourth).
- undertake duties delegated to a Vice-President by the ADRP President
- attend ADRP social events as available
- respond (or delegate as necessary) to ADRP member inquiries and concerns
- report any activities undertaken as ADRP Vice-President to the ADRP President
- plan, in the designated order of precedence, to succeed the President at the end of the President's term; and
- protect ADRP member privacy
 - use password protected computer access and secure internet access

Estimated time required:

20 hours/year for meetings

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Updated January 24, 2026

Secretary

Purpose:

- facilitate the effective operation of the Board through timely and effective organization and communication of business
- support the broader goals of the organization

By-laws:

The Secretary shall:

- within fourteen (14) days of the Annual General Meeting (or where appropriate, Special Meeting), file with the Registrar of Joint Stock Companies, an authenticated copy of:
 - the annual financial statements of the Association,
 - the list of members of the Board of Directors, and
 - any Special Resolution that has been duly passed in accordance with these by-laws;
- have responsibility for the preparation and custody of all non-financial books and records, including:
 - the minutes of the General Meetings, Special Meetings, and the Annual General Meetings of the Association, and
 - the minutes of the meetings of the Board
- maintain custody of these minutes and other correspondence and records of the Association, as required by law, these by-laws, and custom; and
- at the direction of the Board, attend to correspondence and perform such other duties as ordinarily pertain to the Secretary's office

Requirements:

- password protected computer access and secure internet
- access to and competency with Microsoft applications (Excel, PowerPoint, and Word), SYNC, Zoom, and other applications that would enhance efficiency
- ability to create and store documents that are accurate and formatted using acceptable business standards and the Association's logo and type styles (Libra Franklin, Didot)
- ability to organize meetings

Responsibilities/Tasks:

- provide Webmaster with approved minutes of past general (GM) and annual general (AGM) meetings and notices and agendas of upcoming GM and AGM meetings for posting
- create PowerPoint slide presentations for GM and AGM from Directors' reports
- develop meeting agendas in consultation with President
- keep track of upcoming meetings, remind Board members of meeting time and place, and gather and distribute meeting materials in a timely manner

- organize, maintain, and archive electronic files in a timely manner using a naming system that is straightforward and consistent
- respond to email and phone inquiries from Board members
- at the direction of the Board, perform additional duties pertaining to the role of Secretary

When done:

- the schedule of Board, GM, and AGM meetings is sent to the Board in mid-December for the following calendar year
- a draft agenda and draft minutes of the prior meeting are sent to Board members 2 weeks before the next meeting, with a request for Board reports and additions to the agenda
- a final agenda with compiled reports is sent to Board members a week before the meeting
- ADRP members are sent notice of a GM and the AGM at least 2 weeks before the meeting; an agenda for the meeting is sent(when)
- authenticated copies of the annual financial statements of the Association, the list of members of the Board of Directors, and any Special Resolution that has been passed are sent to the Registrar of Joint Stock Companies within 14 days of the AGM

Estimate of time required:

8 – 10 hrs/month

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Updated March 17, 2026

Treasurer

By-laws:

The Treasurer shall:

- maintain the financial records of the Association;
- receive, hold in safekeeping, and disburse monies on behalf of the Association;
- prepare an annual financial statement and budget for the year following in accordance with these by-laws and the Societies Act [s.19]; and
- carry out such other duties as normally pertain to the Treasurer's office.

Responsibilities:

1. capture the activities of the ADRP in financial terms
2. protect assets and information:
 - a. establish appropriate internal control procedures
 - b. use password protected computer access and secure internet access
 - c. ensure the second signature is obtained for all expenditures
3. act as a sounding board in the financial dimension
4. actively participate in Board discussions
5. curate a repository of documents to support future treasurers as they assume the role
6. communicate with ADRP Board and Committee chairs/delegates as required:
 - a. for each social event, inform the Social Coordinator of ADRP member payment within 2 business days of receipt of payment
 - b. send the name of every ADRP member who has paid their annual membership payment via cheque or e-transfer to the Membership Committee chair during the month when payment was made
7. meet in person with the incoming treasurer in order to:
 - a. hand over the email address
 - b. visit the CUA to provide signatures
 - c. ensure that the auto deposit feature is preserved
8. identify an ADRP Board member to:
 - a. confirm all banking transactions
 - b. access bank and credit card transactions and statements as needed
 - c. act as your alternative during time of absence
9. provide the Secretary with passwords to:
 - a. ADRP accounts (for backup)
10. Submit financial materials to the Auditor in preparation for approval of the Annual Financial Statement at the Annual General Meeting each April

Estimate of required time:

| Task | Hours/year |
|---|--------------|
| Prep for board meetings – 6 board meetings plus GM and AGM = 9 | 22.5 |
| Participation at meetings = 9 @ 2 hours each | 18 |
| Administrative tasks – pay Visa Bill, keep track of finances for social events, pick up mail from campus office, renew certificates of deposit, obtain quotes for board insurance, reconcile bank account and Visa statements = 2 hours monthly | 24 |
| Preparation of annual statements, annual audit, and leading budget discussions | 24 |
| Consolidate reports into one pdf file for each meeting | 9 |
| Curation of Documents – Total for 9 months | 9 |
| Total Hours | 106.5 |

1. Tasks to complete: Record all financial and business transactions
 - a. reconcile monthly bank statements from CUA
 - b. deposit dues checks that are mailed to the ADRP office
 - c. approve the monthly deposit of dues from Dal to the CUA account
 - d. post transactions to Synoptic
 - e. make required purchases using the ADRP Visa
2. Pay invoices
 - a. social events – receipt of payments and payment of event invoices
 - b. insurance – renew the directors liability insurance annually
 - c. Volunteer Canada membership (due by April 30 each year)
 - d. web services for the Communications Committee
 - i. domain names through Canadian Web Hosting, which autorenews July 29th at \$137.31:
 1. theadrp.net, theadrp.com, and theadrp.org, which autorenew November 30th at around \$25 each
 2. theadrp.ca which autorenews January 9th at around \$26
 - ii. account with a web hosting service (Canadian Web Hosting)
 - iii. account with a web authoring utility (WordPress)
 - iv. account with MailChimp
 - e. Zoom account
 - f. Registry of Joint Stock Companies annual fee (due the end of September each year); register to be an authorized filer on the RJSC website

- g. allocations to bursary
 - h. special projects that arise
 - i. reimburse expenses for Newsletter - postage & printing
 - j. cloud storage - Sync
3. Curate supporting documents
- a. CUA bank statements – monthly reconciliation for Synoptic
 - b. Collabria Visa Statements – post purchases to Synoptic
 - c. monthly meeting documents – create monthly treasurer’s report, consolidate all reports into one pdf
 - d. Auditor's report - ensure that a copy is sent to the Secretary for inclusion in the Annual General Meeting package and to be sent to the Registry of Joint Stock Companies, along with the Annual Financial Statement
 - e. invoices from suppliers of goods and services – pay and file
 - f. Dal Online – Access and save FWDORDPI and FWPIRE reports
 - g. journal entries for the ADRP account at Dalhousie as needed

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Directors-at-Large

Background

As per the Memorandum of Association, dated August 30, 2000, the objectives of the Society are:

1. To represent and to promote to the University community and to the public the interests of retirees from Dalhousie University (and its constituent parts) and their spouses and beneficiaries;
2. To further the understanding of the retirement pension arrangement of Dalhousie University and of the post-retirement benefits available to former staff members of the University; and
3. To cooperate with other formal and informal groups that have similar objectives.

As described in the by-laws of the Association, the Directors of the Association and members of its Board of Directors shall be:

- the officers (President, Vice-Presidents, Immediate Past President, Secretary, and Treasurer) and
- the Directors-at-Large (up to four (4) elected and any person chairing a Standing Committee)

Term: Normally one (1) year, elected at the Annual General Meeting (AGM), or may be appointed by the Board to fill a Board vacancy. Repeat terms are allowable.

Responsibilities/Tasks:

- maintain their ADRP membership
- be familiar with the Association's Memorandum of Association, Constitution (By-Laws), and Memorandum of Understanding with Dalhousie University
- attend Board meetings (generally 7/year; 90-120 minutes long)
- attend ADRP Annual, Annual General, and Special meetings (generally 2/year; 60-90 minutes/meeting followed by social time)
- learn about and engage in the operations and activities of the Association
- promote ADRP activities to members
- volunteer to assist at ADRP Annual, Annual General, and Special meetings
- serve on a standing committee or study group

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Membership Chair

By-laws:

The Membership Chair will:

- maintain the membership register including the full name, contact information and date of admission and termination of membership for each member. Contact information should include postal address, telephone number and email. The above information is confidential and will not be shared with another individual or organization without permission of the member;
- update the register with data received monthly from the Payroll and Benefits Office, ;
- communicate with members who are not a part of the pension deduction process once per year to maintain up-to-date records. In January of each year, an invoice for annual membership dues will be emailed to these members requiring payment by email transfer or cheque.

Responsibilities/Tasks:

1. Maintain an up-to-date membership register including the full name, contact information, and dates of admission and termination, where possible, of membership for each member:
 - a. contact information should include postal and email addresses and telephone number. It is the member's responsibility to notify ADRP of contact changes.
 - b. the member's status (i.e., faculty or staff) at the time of retirement will also be recorded. CURAC charges dues based upon the number of faculty in a retirement association so will request this latter information annually.
 - c. update the membership register with data received monthly from the Payroll office, Dalhousie University
 - d. maintain a copy of the up-to-date membership register in ADRP's cloud based storage site
2. Maintain a separate list of members whose dues do not come from the payroll deduction process
 - a. in January of each year notify these members to renew their membership by cash, cheque, or e-transfer if not already done and confirm their current contact information;
 - b. if the members do not respond, they will be sent a reminder by post.
3. Maintain a separate record of the names of members who have died if this information is available and provide this information to the Newsletter Editor for publication.
4. Print and mail the newsletter to members without computer access
 - a. costs associated with this process will be submitted to the treasurer for reimbursement in a timely manner

5. Send notice of every Annual General, General, and Special meeting electronically to those members who do not subscribe to the ADRP's website.
6. Attend ADRP Board, General, Annual General, and Special Meetings
 - a. deliver a report of activities at each Board, General, and Annual General meeting.

Time involvement:

On average, 2-3 hours monthly for record keeping and 2-3 hours monthly from September to May inclusive for Board, Annual General, General, and Communication Committee meetings

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Benefits Committee

Benefits Committee Chair:

- Should be knowledgeable about the Extended Health Benefits (EHB) and Travel plans
- Should know where to find additional information (usually Dal Benefits)
- Can easily find and navigate the relevant benefits agreements posted on the Dal Benefits and Medavie-Blue Cross websites (do not need to be an expert)
- Acts as a conduit between the ADRP Board, ADRP members, and Dal Benefits personnel
- Organizes Benefits Committee meetings
- Serves on the ADRP Board of Directors
- Is a voting member of the Retiree Benefits Advisory Committee (RBAC)
- May be elected as Chair of the RBAC
- Serves as an ex-officio alternative or additional, non-voting member of Dalhousie University's Employee Benefits Advisory Committee (EBAC)
- Must have password protected computer access and secure internet access for Benefits Committee business

Accountability:

The Benefits Committee Chair is responsible to the Board of Directors

Reporting:

The Benefits Committee Chair delivers a report of activities at each Board and General meeting

Time involvement:

- 2 – 3 hours per month to prepare for Annual, Annual General, and Board meetings
- ~ 30minutes per month fielding questions from members
- 4– 6 hours per year for RBAC and EBAC meetings
- 2–3 hours per year for Benefits Committee meeting
- 1-2 hours quarterly to write report for Newsletter

Benefits Committee:

- Should have at least 4 members including the ADRP President (ex officio) and one early retiree member who will also serve as a non-voting member of the EBAC
- Should meet at least once a year to review benefits
- Serves the needs of ADRP members with respect to Extended Health Benefits and Travel Insurance and any other benefit deemed by the Board to be within its mandate

- Supports and advances the ADRP in its role as a watchdog on the administration with regards to benefits that are governed/administered by Dal Benefits
 - ADRP members (and non- members who are part of the EHB and Travel plans) can suggest changes to the Employee Health Benefits plan through RBAC members
 - members of the Benefits Committee can give suggestions independently during RBAC meetings. ADRP members are in the majority on RBAC and so have a good measure of influence
 - the early retiree ADRP member on the Benefits Committee is a member of the Employee Benefits Advisory Committee (EBAC) and while having minimal influence as a non-voting member, serves as a watchdog to the committee to make sure early retirees are not neglected or their needs swamped/ignored by concerns of the employees)

Managing Member Questions and Concerns:

Many questions from members are received via email or phone and are of a personal nature, which can be answered directly by the chair or any committee member without further involvement of others. In some situations, the questions must be fielded by Dal Benefits because of privacy issues. In those cases it's just a matter of contacting Dal Benefits to explain the situation and giving them the member's contact information.

If the same concerns are being voiced by many members, then the committee decides how to proceed to resolve the issue at an RBAC meeting or by other means.

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Communications Committee

Purpose

To support the mission of the Association of Dalhousie Retirees and Pensioners by facilitating and ensuring the integrity of messaging to members.

The Committee will coordinate and maintain the consistency and integrity of all print and electronic media made available to the membership.

Membership

President(*ex officio*)

Secretary

Membership Committee Chair

Newsletter editor

Web Manager

Webauthor(s)

Social Director

Chair

The Committee will be chaired by either the Newsletter Editor or Web Manager, as chosen by the Committee members. The Committee Chair will be a Director-at-Large on the ADRP Board and responsible for reporting Committee activities to the Board at each Board meeting. The Committee Chair will provide a written and verbal report to ADRP membership at the Annual General and General meetings.

Scope

Content in mass emails, newsletters, and on the website must be approved by the Committee or in accordance with the Webmaster Guidance prior to posting/publication.

Reporting

The Communication Committee reports to the ADRP Board.

Meetings

The Committee will meet monthly from September to May or as required. It is expected that much of the work can be done via email. A quorum will comprise 50% of Committee members. Decisions and recommendations will ideally be made by consensus, but where required, a 50% majority will carry the vote. Notes of decisions will be kept and submitted to the Board at monthly meetings.

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Nominating Committee

1. Membership

The Board of the Association shall appoint a Nominating Committee every year at least twelve (12) weeks prior to the Annual General Meeting (AGM) of the Association.

It shall normally be small and include at least the Chair (a past president, usually the immediate past president), one member of the current Board, and two members of the Association not currently serving on the Board. The non-Board members on the Committee shall be solicited during a call for volunteers at the preceding General Meeting (GM). No person, other than the Chair, shall serve on the Committee more than two consecutive years. The Committee shall automatically dissolve at the end of the AGM.

2. Goals

The goals of the Committee shall be to render the process of the election of officers and directors-at-large of the Association open and transparent to the maximum degree possible and encourage membership engagement to ensure the Association's success.

3. Procedures

At least eight (8) weeks before the AGM, the Committee shall send a nomination form (see section 4) by email to each ADRP member in good standing, together with a notice that nominations are being solicited for all officers and directors-at-large of the Board, the Nominating Committee's proposed slate, and that additional nominations may be made at or prior to the AGM. Completed nomination forms may be submitted to the Chair of the Committee via surface mail or email and will include the names and signatures of the nominee and nominator, the position for which the nomination is being made, and a short biography of the nominee. Nominees can be self-nominated. The deadline for receipt of nominations for consideration by the Committee shall be six (6) weeks before the AGM.

The Committee shall prepare a slate of nominees, considering the expressed intention of the current Officers and Directors-at-Large and the other proposed nominees. It should attempt to ensure that at least one person is nominated for each vacancy and that the proposed slate reflects the diversity of the membership and can provide the expertise needed for a successful and sustainable Board. If the slate does not have the approval of the whole Committee, the existence and nature of the dissent shall be disclosed to the Board and the AGM.

The Committee's slate of nominations shall be submitted to the Board Meeting at least three (3) weeks before the AGM for comment, but the list shall not require approval of the Board.

The Committee's slate of nominations shall be sent to the ADRP membership at least two (2) weeks before the AGM.

Whenever elections are necessary, members present at the AGM shall appoint scrutineers.

4. Nomination Form

Association of Dalhousie Retirees and Pensioners

Nomination Form for election of Officers and Directors for <year - year>

Name of Nominee: _____

Name of Nominator: _____

Position for which nomination is made: _____

Short biography: _____

We, the above nominee and nominator, are members of the ADRP and have paid the ADRP membership fee for <current year>.

Signature of Nominee: _____

Signature of Nominator: _____

The elected officers and directors are:

Past-President; President; Vice-Presidents; Secretary; Treasurer; Members-at-Large

Nominations for any of the above positions must be received by the Nominating Committee by <date that is 6 weeks prior to the AGM>. Nominations should be addressed to Chair, ADRP Nominating Committee and can be sent by mail to Room 2831, Life Sciences Centre, Dalhousie University, PO Box 15000, Halifax, Nova Scotia, B3H 4R2 or by email to adrp@dal.ca.

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Pension Advisory Committee Observer

1. The task: Represent ADRP as an observer (voice without vote), or alternate, on the Dalhousie Pension Advisory Committee (PAC), report to the ADRP board, and to the ADRP membership
2. Estimate of required time: Highly variable depending on issues being discussed by the PAC, which meets for about 2 hours three-four times a year. Documents discussed can require 2-3 hours review prior to each meeting. ADRP board and ADRP general meeting reports (9-10 annually) each require 1-2 hours to prepare and 1.5-2 minutes in attendance. Newsletter articles for the membership can also require 1-2 hours to prepare for each issue (Estimated total:37-63 hours annually) .
3. People/Departments/Positions involved: The PAC operates under the jurisdiction of the Asst Vice-President (AVP), People and Culture, Dalhousie University, but includes members from the Treasurer's office, and the Pension Office, plus five Dalhousie Board appointees and five employee group representatives. It also receives reports from the external university actuary.
4. Why we do it: To keep abreast of the status of the Dalhousie Pension Plan, particularly that of the Retirees Trust Fund (RTF) whose performance determines both automatic and discretionary indexation of our pensions. While the ADRP PAC observer has no vote, their experience and knowledge can be influential in discussions.
5. When we do it:
 - a. The PAC has scheduled meetings 3-4 times per year, but may have special meetings, and sub-committee meetings as the situation and issues require.
 - b. The ADRP board has 9-10 scheduled monthly meetings each year, including an Annual General Meeting in April and a general meeting in December.
6. How we do it:
 - a. Familiarity with the text of the Dalhousie Pension Plan is essential, and that of the NS Pension Benefits Act is very desirable to understanding how the Plan is administered.
 - b. Prior to each PAC meeting, receive and study reports from the Treasurer on Plan asset returns, from the actuary on the Plan's liabilities and its surplus/deficit status, and from the Pension Office on administration of Pensions (number of retirements, pension audit, other).
 - c. Attend PAC meetings in person or virtually. Participate in discussion by asking questions and offering opinions on issues under review.
 - d. Communicate by e-mail or phone with the relevant officials as needed.
 - e. Prepare reports for the ADRP Board. Write articles for the ADRP newsletter.
 - f. Keep abreast of pension issues at other Canadian universities as desired; provincial govt pension initiatives, such as proposed legislation and regulations issued by the NS Superintendant of Pensions; reports of the Canadian Association of Pension Supervisory Authorities (CAPSA), the Association of Canadian Pension Managers (ACPM), and relevant others, such as the Pension Investment Association of Canada (PIAC).

7. Key deliverables upon completion – Reports on the status of the Pension Plan, including indexation, and of proposed changes to the Pension Plan. Verbal and written input to members of the PAC.
8. People/Departments/Positions who receive deliverables – The ADRP Board, the ADRP general membership, members of the PAC.

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