



## Managing Director

### CUPE Education Workers' Benefits Trust (EWBT)

#### 2 Year Contract, subject to renewal

#### **About Us:**

The CUPE EWBT provides health and dental benefits as well as life insurance to over 40,000 eligible CUPE members who work in the Ontario education sector. The CUPE EWBT was established through a Trust Agreement and the benefits plan became effective on March 1, 2018. The Board of Trustees is seeking a Managing Director to serve a 2-year contract, subject to renewal thereafter.

#### **Role Description:**

Reporting to the Board of Trustees of the CUPE EWBT, the Managing Director is responsible for organizational leadership and direction and ensuring the success of the Board of Trustees in achieving its mission and delivering on its key responsibilities. The Managing Director assists the Trustees and Chair in establishing responsible governance and planning for the CUPE EWBT; works closely with the Chair, provides objective insight and leadership to the Trustees; monitors, advises and implements any initiatives approved by the Trustees; acts as the principal point of contact with Trustees, stakeholders, service providers and plan members; and stays current on trends and industry developments.

#### **Key responsibilities include:**

1. Attendance at and work associated with each Committee and Trustee board meeting
  - a. Prepare draft agenda for Chair approval and distribution to Trustees in advance of the meeting
  - b. Prepare/review meeting minutes, submit to Chair and other providers as appropriate who attended meeting for approval, finalize and deliver to Trustees in advance of each meeting
  - c. Coordinate preparation and delivery of all meeting materials by the Trust's various providers, e.g. administrator, insurer, custodian, investment managers, auditors, actuary, communications consultant, investment consultant etc., consolidate and package information and deliver to the Trustees in advance of each Committee and Trustee board meeting
  - d. Advance review of all materials to be considered by the Trustees including provision of analysis and recommendations on information provided by third parties

- e. Load all meeting materials, contracts, letters, etc. to secure Trustee web portal for safe storage and access by Trustees
  - f. Follow up on all action items from the meetings and implement decisions of the Trustees
2. Contribute to, under the direction of the Trustees, the CUPE EWBT's overall strategic direction, management and operational planning.
3. Research, analyze, draft, prepare and make recommendations on all policies and procedures and other issues as required/requested by the Trustees
4. Being knowledgeable and up to date on all workings of the Trust – receive queries from providers and obtain/coordinate delivery of responses
5. Research new developments affecting the trust and draft reports to ensure proper presentation to trustees (e.g., changing legislation, new healthcare products or services, changing adjudication processes, etc.)
6. Serve as the representative of the Trustees of the CUPE EWBT, for advisors, administrators and other service providers
7. As a representative of the Trustees, enhance and maintain ongoing healthy/positive working relationships with pertinent stakeholders (e.g. government, CUPE, Transition Committee, etc.) to ensure constant communication and that those communication links are available in urgent or important circumstances
8. Develop annual operating goals, budget and objectives for review/approval of the Trustees
9. Identify, monitor and report on enterprise risk to the CUPE EWBT
10. Regularly review emails from plan members, draft and issue responses to routine queries they may have, or forward to administrator or insurer - advocate for members as appropriate
11. Review and negotiate annual renewal of trustee liability insurance (Fiduciary Liability and Directors and Officers Liability, etc.) for Trustee approval
12. Facilitate trustee education and training; develop and deliver Trustee orientation program with advice and support of the Chair
13. Work with consultant and/or lawyer on contracts with third party administrator, custodian, investment advisor, insurer, auditor, actuary and other providers as required and conduct periodic reviews of services provided

14. Coordinate banking custodian and money flow channels – obtaining invoice approvals and issuing payments
15. Coordinate and review monthly or quarterly plan financial statements (balance sheet and income statement production) – including investment matters and benefit payments as appropriate
16. Work with the administrator and auditor to prepare audited financial statements – review prior to presentation to Trustees
17. Work with Actuaries to prepare financial analysis – review prior to presentation to Trustees
18. Work with the communications committee and communications consultant on all member communications (website, bulletins, etc.), attending any member meetings/webinars, etc.
19. Oversee practical governance matters, e.g., reviewing and drafting various policies for trustee approval, ensuring all regulatory filings are completed on time, maintaining all trust documentation, etc.
20. Monitor and update website as required – providing Trustees with regular updates and seeking Trustee input as necessary
21. Ensure the Trustee have implemented, followed, and are in compliance with the Trust Agreement, applicable letters of agreement, policies and procedures
22. Prepare an annual report to the Board on the activities of the managing director including recommendations for improvement
23. Prepare an annual report on the activities of the Board including recommendations for improvement
24. Perform and regularly report on all duties and authorities that have been delegated to the managing director
25. Other duties as assigned

### **Qualifications:**

- Preference will be given to candidates who are CUPE members with a strong knowledge of the education sector
- A minimum of 5 years of experience within a unionized environment
- Demonstrated strong leadership skills

- A strong team player who will partner with others, can work independently and be proactive
- Demonstrated strong technical, analytical and problem-solving skills particularly in an employee benefits environment
- Exceptional organizational skills and attention to detail
- Ability to communicate clearly, concisely and accurately (both verbal and written)
- Demonstrated sound judgment on a wide variety of relevant issues
- An out of the box thinker with an ability to see the "big picture"
- Ability to manage multiple projects and meet tight timelines
- Demonstrated consistency and commitment
- Ability to maintain professionalism in challenging circumstances, remain positive and look for win/win solutions
- Exceptional interpersonal skills
- A solid understanding of employee benefits
- Ability to provide excellent board support
- Commitment to continuing professional development

### **Application Details:**

- Please direct all applications to **Dan Crow, CUPE EWBT Chair**, at [dcrow@cupe.ca](mailto:dcrow@cupe.ca) and indicate in the subject line "CUPE EWBT Managing Director application"
- Deadline for application: **June 11, 2018**
- Please include your **salary expectations** in your application

We thank all applicants for their interest. We will only contact those whose qualifications most closely match the position to schedule an interview. Submitted resumes will be kept on file for 3 months.