

# **EMPLOYEE BENEFITS COMMITTEE**

## **TERMS OF REFERENCE**

### **PURPOSE**

The purpose of the committee is to oversee and recommend changes, additions, amendments or termination of benefit plans to the Board of Trustees.

### **MEMBERSHIP**

This committee consists of eight (8) members:

#### **Voting Members:**

- one non-union staff representative (Chairperson of the Support Staff Liaison Committee),
- one representative from the United Steelworkers,
- one representative from the Frontier Teachers' Association,
- one retiree representative, and
- one Trustee.

#### **Non-Voting Members:**

- representative from Payroll Department
- representative from Human Resources Department, and
- Secretary-Treasurer.

The committee will elect a chairperson and vice-chairperson from within this committee on an annual basis.

### **MEETINGS**

Employee Benefits Committee meetings will occur once annually in conjunction with the Employee Pension Committee. The date for this meeting will be set in accordance with the Board of Trustee meeting calendar. The meeting will be held at the Frontier School Division Winnipeg office. Travel expenses, accommodation and meals will be paid as per Division policy. If required a member may participate by audio or video-conference. Secretarial support will be provided by the Secretary-Treasurer's department.