



## **University Students' Council – Position Description**

<b>Position Title:</b>	Student at Large Trustee, Purple Care Trust
<b>Remuneration:</b>	Volunteer
<b>Term:</b>	September 2020-July 2021
<b>Hours Required:</b>	Roughly 2-3 hours per week.

### **(5) Positions:**

### **OVERVIEW:**

The Student at Large Trustee position for the University Students' Council Health and Wellness Trust Fund is a multifaceted position that requires the use of many skills. At the forefront you are a fiduciary of the Trust Fund, responsible for the oversight and compliance of the Trust and all of its services providers including the consultant, administrators, insurers, auditors and legal counsel. This oversight and compliance involves the development, monitoring and adhering to the values, goals and strategy of the Trust Fund. Being a newly created Trust there is a greater emphasis on the development phase of strategic management.

### **DUTIES AND RESPONSIBILITIES:**

- *Risk Management:* Oversight and mitigation of risk in conjunction with the service providers
- *Policy Development:* Review and development of policy for the Trust
- *Strategic Management:* Being in the development phase of the Trust, there will be a focus on strategic management to ensure its success
- *Plan Management:* Develop an understanding for plan administration and its various options and restrictions. The plan design of the benefit plan is provided to the membership and is the basis of the funding mechanism.
- *Oversight and Compliance:* Development, monitoring and adherence to the values, goals and strategy of the Trust Fund. Oversight and compliance of the Service Providers, carrying out an evaluation of said professionals annually.
- *Meetings:* As part of this role you will be required to attend meetings of the Board of Trustees. There will be 4 meetings per year, however more may be warranted in the first year. Meetings may be held in person, by telephone or videoconferencing and your attendance is mandatory.

### **QUALIFICATIONS:**

The qualified candidate must be an undergraduate student at Western University with a passion to be an active member of the Trust.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- Strong written and verbal skills
- Strong Financial knowledge with the ability to review and interpret statements produced by the Trust
- Willingness to learn and build upon skills necessary for the Trustee position
- Knowledge of Risk Management and Policy Development
- Ability to act in a professional manner, while ensuring you are listening to all relevant details and views
- Ability to remove bias from a situation
- A passion for the plan membership and their benefits.

## **TRAINING:**

A training program with the service providers will help you get settled in this role and assist you in meeting your fiduciary responsibility as a Trustee.