



CAPITAL CRANFIELD TRUSTEES
THE BALANCED VIEW

Template for a Job Description for a Chairman of Trustees

The purpose of a Chairman of Trustees is:

1. To provide leadership and direction to the trustees of the Scheme.
 2. To enable the trustees to fulfil their responsibilities for its overall governance and strategic direction.
 3. To ensure that the Scheme is run in accordance with its Trust Deed and Rules and legislation.
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The duties of a Chairman of Trustees are to:

1. Lead the Trustee Board.
2. Approve the agenda and meeting papers drafted or collated by the Scheme Secretary.
3. Approve the draft minutes of meetings and sign the final document.
4. Ensure that discretions and decisions, whether taken between meetings or at meetings, are properly executed and attributed to any professional advice taken.
5. Prepare for, attend and chair meetings at the time and frequency agreed by the Trustee Board, ensuring that:
 - Internal and external conduct of meeting requirements are observed.
 - Timetables adhered to.
 - All trustees are encouraged to participate.
 - Confidentiality is observed and respected.
6. See that the Trustee Board's sub-committees (of which the Chairman may be a member) carry out their work in accordance with agreed terms of reference including reporting back with recommendations.

7. Take responsibility for the preparation and development of the Scheme's business plan.
8. Ensure that the Trustee Board has a proper appreciation of the views of all the stakeholders to the Scheme, predominantly its members and its sponsor.
9. Ensure that a training plan is in place for each member of the Trustee Board.
10. Ensure that plans for suitable communications with members, the Scheme sponsor and other parties are in place.
11. Ensure that the Scheme is compliant with relevant legislation and codes of practice.
12. Ensure that relationships with advisers and suppliers are maintained and, where appropriate, enhanced.
13. Review draft contracts and performance standards with service providers to be put before the Trustee Board for approval.
14. Liaise with the Scheme Secretary to ensure in particular that:
 - The Scheme's annual accounts, returns and financial audit are completed in a timely fashion.
 - Any complaints in relation to the Scheme are appropriately handled.
 - Any potentially significant adverse events relating to the Scheme are reported to the relevant authority in accordance with legislative requirements.
 - Annual Scheme budgets are appropriately estimated and monitored.
 - Copies of Trustee Board papers and records of meetings are stored in secure facilities for the period determined by the Trustee Board.
15. The Scheme's administration is carried out soundly, with members' benefits being correctly calculated and promptly paid when due
16. Be aware of the Pensions Regulator's Codes of Practice and Guidance Notes and, to the extent that is pragmatic and proportionate, ensure that the Scheme is run in accordance with them.
17. Ensure that the performance of the Trustee Board is regularly evaluated.
18. Consider the proposed terms and scope of independent audits for the Scheme to go before the Trustee Board to ensure compliance with best practice and relevant legislation, the Scheme's governing documentation and the Trustee Board's policies and procedures.
19. Provide guidance and advice to the Scheme Secretary and Trustee Board as appropriate.
20. Ensure that good relations are developed and maintained with the Scheme sponsor.
21. Represent the views of Trustee Board in meetings and correspondence.