

## **Benefits Information Committee Terms of Reference**

### **1. Composition**

In accordance with the Bylaws, the Benefits Information Committee will be composed of:

- one elected staff representative from each Branch of OSSTF District 19 Teacher Bargaining Unit (TBU);
- the President of District 19 TBU (ex-officio);
- up to two representatives from other interested groups (Teachers Life, the Ontario Educational Credit Union Limited, etc.) appointed by their respective groups, and whose function it is to bring information from their organization to the Committee (non-voting), and;
- the chair, the District 19 TBU Benefits & Retirement Counsellor.

### **2. Internal Structure**

Subcommittees of the Benefits Information Committee may be formed to conduct such operations as required. The subcommittee chairs shall be appointed by the TBU Benefits & Retirement Counsellor, and ratified by the Committee.

### **3. Operations**

#### **Role of the Benefits Information Representative**

- 1) communicate with the members in their branches on all issues pertaining to benefits available to them as members of District 19 TBU and OSSTF;
- 2) to advise the chair and bring forward to the committee items of concern regarding pensions and benefits from their branch;
- 3) to attend the Benefits Information Committee meetings, or to send a substitute;

#### **Role of the Chair**

- 1) to convene meetings and direct the work of the Committee in accordance with the instructions of the Unit Executive and TBU Council;
- 2) to report to TBU Council and Unit Executive and the general membership on all issues pertaining to benefits available to them as members of District 19 TBU and OSSTF;
- 3) act as a resource to the Collective Bargaining Committee with respect to negotiable benefits which have a direct influence on family and retirement security;
- 4) research areas of concern;
- 5) act as liaison with the OSSTF Pensions Officer, other OTF affiliates, the Ontario Teachers' Pension Plan Board, Teachers Life and retired teachers' organizations.