

CSSB Employee Representative Responsibilities

- Monthly board meetings, usually from noon to 3pm
 - 10 board meetings per year; no board meetings in July or August
 - Meetings are held in Winnipeg (in person or online)
 - Meetings are held during regular business hours
 - Employers will generally provide paid time off to attend these meetings as the role benefits all employees contributing to the Fund. This will need to be discussed with your respective employer and it is recommended you speak to your employer prior to applying for the position to ensure you are able to attend all required meetings.
 - A few hours of prep work prior to each meeting is required to read through the different reports (this is volunteer time and the employer is not expected to approve prep time with pay)
- The Board provides an orientation session and take-home presentation to introduce new Board members to the operation of the CSSB.
- Board members also serve on at least one sub-committee (HR & Governance, Finance & Audit, Investment Committee)
- Board member expenses are reimbursable (e.g. mileage, parking)
- Educational opportunities (e.g. International Foundation of Employee Benefit Plans – educational programs and conferences)
- Will also be a member of SILC (Meets 2 times a year, or as needed)