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Terms of Reference

University Benefits Committee

The Board of Regents shall appoint a University Benefits Committee, which reports through the Governance, People and Culture and Audit and Finance Committees* in accordance with the following terms:

A. Composition

The Committee shall comprise:

1. Two (2) members from the Board of Regents, who shall be appointed by the Chair of the Board. The Chair of the Board shall designate one (1) appointee as Committee Chair and the other as Vice-Chair (non-voting). The Vice-Chair will serve as Committee Chair, with voting rights, at meetings where the Committee Chair is not present.
2. At least 33 1/3% of the number of positions on the Committee to be represented by the **Memorial University of Newfoundland Faculty Association (MUNFA).**
3. Two (2) representatives of the Canadian Union of Public Employees, **Local 1615**, who are members of the University Bargaining Unit and recommended by that Unit.
4. One (1) representative of the Newfoundland Association of Public Employees, **Local 7405** (Marine Institute Instructors), who is a member of the University Bargaining Unit and recommended by that Unit.
5. One (1) representative of the Newfoundland Association of Public Employees, **Local 7801** (Maintenance), who is a member of the University Bargaining Unit and recommended by that Unit.
6. One (1) representative of the Newfoundland Association of Public Employees, representing Campus Enforcement (**combined locals 7803 and 1804**), who is a member of the University Bargaining Unit and jointly recommended by that Unit.
7. One (1) representative of the Newfoundland Association of Public Employees, **Local 7850** (Marine Institute Support Staff), who is a member of the University Bargaining Unit and recommended by that Unit.
8. One (1) representative of the Newfoundland Association of Public Employees, representing Custodial Personnel (**combined locals 7804 and 1809**) who is a member of the University Bargaining Unit and jointly recommended by that Unit.
9. One (1) representative of the **Non-Bargaining Unit Employees**, other than as specified in 10 below.
10. One (1) representative of the **Management, Professional and Executive Group of Employees.**

11. One (1) representative of the **Memorial University Pensioners' Association**.

12. In addition, there shall be seven (7) **ex-officio members** as follows:

(a) The Chair of the Board of Regents

(b) The President and Vice-Chancellor

(c) The Vice-President Finance and Administration

(d) Associate Vice-President People and Culture

(e) Compensation and Benefits Manager (non-voting)

(f) Manager,HR Policy and Organizational Effectiveness (non-voting)

(g)The Secretary of the Board of Regents (non-voting)

13. The Committee shall have the power to appoint its own **Secretary**.

Alternates:

- In the case of groups A.3. to A.11, an alternate may be appointed to attend meetings and vote in the absence of the representative. The alternate may attend meetings of the Committee, together with the regular member, as a non-voting observer.
- In the case of group A.2, two alternates may be appointed to attend meetings and vote in the absence of a MUNFA representative. The alternates may attend meetings of the Committee, together with the regular member, as a non-voting observer.

Quorum of the Committee shall consist of five (7) seven (7) voting members, including:

- At least one (1) member from each of the following categories:
  - A.1 - The Board appointed Chair of the Committee
  - A.2 - MUNFA
  - A.3 - CUPE 1615
- And at least four (4) members from the following combined groups
  - A.4 - NAPE 7405 (MI Instructors)
  - A.5 - NAPE 7801 (Maintenance)
  - A.6 - NAPE 7803 & 1804 (Campus Enforcement)
  - A.7 - NAPE 7850 (MI Support Staff)
  - A.8 - NAPE 7804 & 1809 (Custodial)
  - A.9 – Non Bargaining Unit Employee
  - A.10 – Management, Professional, and Executive Group
  - A.11 – Memorial University Pensioners Association

B. Objective and Responsibilities

The University Benefits Committee shall review the operation of the various employee group insurance benefit plans, with the exception of the Pension Plan with the following objectives:

1. To offer advice and information to the Board so that the Board may be able to provide, within its financial limitations, adequate benefit plans for its employees and pensioners.

2. To monitor the experience of the benefit plans and make recommendations to the Board for their improved administration.

3. To advise and make recommendations to the Board in respect of proposed new benefit plans or in respect of proposed revisions to existing plans.
4. To issue periodic reports to employees on the status of the benefit plans.

*Amended to reflect name change from Human Relations Committee to Human Resources Committee to Governance, People and Culture Committee effective February 25, 2026 and from Finance Committee to Audit and Finance Committee effective September 1, 2023.