

July 7, 2021

Board of Directors
Board Chairs
Zone Chairs

**RE: Call for Interest for ASBA Representation:
Local Authorities Pension Plan (LAPP) Corporate Board of Directors**

This is a memo regarding a Director vacancy on the LAPP Corporate Board of Directors. This position is open to all individuals who meet the appointment criteria and can uphold the expectations of Board Members. Additional information is contained in the attached description. To be eligible, you must not be a member of the LAPP Sponsor Board.

If you are interested in serving on this Board, please complete the attached application form; biography form; conflict of interest declaration form; skills matrix and return these via email to Phumi Miriyoga, Governance Associate, at pmiriyoga@asba.ab.ca. The deadline for applications is **July 23, 2021, at 12 noon**.

The successful candidate will be nominated by the ASBA Board of Directors on July 29, 2021.

If you require further information about LAPP, please contact Jan Olson, Chief Business Officer Alberta School Boards Association at jolson@asba.ab.ca



Dr. Vivian Abboud
CEO, ASBA



BOARD DESCRIPTION

- Name:** **Local Authorities Pension Plan (LAPP) Corporation - Board of Directors**
- Appointment:** Alberta School Boards Association shall nominate one applicant and submit this nomination to the LAPP Corporation by August 31, 2021. The appointment will be made by Order in Council by December 31, 2021.
- Time Commitment:** Meetings are held approximately once every two months.
- Term of Appointment:** January 1, 2022 – December 31, 2024.
- Expenses:** Board members will receive a per diem and travel expenses from ASBA, in alignment with Governance Policy 7.
- Purpose:** The LAPP Corporation is the fiduciary administrator of LAPP and trustee of the Plan Fund responsible for:
- Investment Policy
 - Supervising mandated service provider (AIMCo, APS)
 - Actuarial valuations
 - Legislative compliance
- Criteria:** Applicants must be at least 18 years of age and cannot be a member of the LAPP Sponsor Board. The LAPP Corporation has identified the following skills as priorities for incoming Directors:
- Strategic Planning
 - Audit / Accounting
 - Investment Portfolio Management
 - Actuarial
 - Risk Management
- Expectations:** It is critical that potential LAPP Corporation Board members understand the expectations required for them to serve successfully in this role. It is also vital that their employer supports the time associated with fulfilling these expectations:
- Adhere to all rules and policies of the LAPP Corporation Board



- Declare any conflicts of interest
- Attend meetings of the LAPP Corporation Board
- Consider holding the position of Chair or Vice-Chair

Reporting:

The ASBA LAPP Corporation Board of Directors seat is a shared seat between ASBA and the Council of Post-Secondary Presidents of Alberta. The selected board member representative will have the responsibility to bring forward ASBA members' positions on pension plan policy and benefit design. He/she will also be required to provide regular written reports to the ASBA Board of Directors.

LAPP CORPORATION BOARD : APPLICATION FORM

Applicant Name

Organisation

Mailing Address

Current Position/Title

Email Address

Work Phone

Cell Phone

Response: Yes, I am interested in serving on the LAPP Corporation Board as an ASBA representative.

Please return this completed form and attached skills matrix to pmiriyoga@asba.ab.ca by July 23, 2021 at 12 noon

Please summarize the relevant skills, knowledge and experience that would make you the best candidate for this position:

Biography

All successful applicants must provide a biography that will be displayed on the Public Agencies website. As part of the application process, please provide a brief four sentence biography. In a few lines your biography should include:

- Your name
- Current work experience
- Board/committee experiences
- Relevant education

By clicking on the check box and providing your name below, you will acknowledge that the information provided in your biography may be used publicly.

I (first and last name) acknowledge that if I am the successful applicant, the information provided in my biography may be used in media releases and will be made public on the Public Agencies website, along with my name, my term of appointment and remuneration received (if applicable).

Please note that biographies should not exceed the space available in the text box below. There is a character limit of 550. Biographies may be edited for length and clarity.



**CONFLICT OF INTEREST DECLARATION
EXPLANATION AND INSTRUCTIONS
Appointment to Public Agencies, Boards and Commissions**

All members of a public agency, board or commission (ABC) must act impartially in carrying out their responsibilities. As a candidate under consideration for appointment to a public ABC, you are required to identify and disclose any real or apparent conflicts of interest. In the event you are appointed, you have a continuing obligation to disclose, in writing, any real or apparent conflicts of interest in accordance with the public ABC's disclosure practice.

This document sets out information to assist you in identifying real or apparent conflicts of interest. Please (1) read this document, and (2) complete and sign the attached ***Conflict of Interest Declaration***.

What is a real or apparent conflict of interest?

This includes any interest that actually conflicts, may conflict, or may reasonably appear to conflict with a candidate's responsibilities as a member of a public ABC. The existence of a real or apparent conflict of interest will not necessarily preclude a candidate from serving on a public ABC.

When does a real or apparent conflict of interest exist?

- You have a private interest that influences or appears to influence the objective exercise of your responsibilities as a member;
- Your private interests are *at variance to* or *in conflict with* your duties and/or responsibilities as a member; or
- You gain or appear to gain advantage, for yourself or others, by virtue of your role as a member.

What do private interests include?

Private interests include a personal obligation, financial interest, business interest or an interest of a closely associated person. Private interests may also include involvement in an appointment, business, undertaking or employment.

- **Business interests:** include any interest arising as a result of your current, former or prospective affiliation with any for profit, not-for-profit or charitable entity.
- **Affiliation:** includes being a member, employee, volunteer, owner, shareholder, creditor, director, elected representative, appointee, or trustee of an entity, or having any legal or equitable interest in such an entity.
- **Entity:** includes a corporation, partnership, sole proprietorship, firm, franchise, association, trust, organization, holding company, joint venture, society, or institution.
- **Closely associated person:** includes persons with whom you have a substantial relationship such as a spouse, adult interdependent partner, child, other relative, close friend, employer, business associate, or client.

What do private interests not include?

- An interest in a matter that is of general application.
- An interest in a matter that affects you as part of a broad class of the public. This means, for example, that a decision of the public ABC would affect you in the same way as it would affect others in the broad class.
- An interest that is trivial. This means that the interest may be a private interest, but it is of such minor significance that it is trivial.



CONFLICT OF INTEREST DECLARATION

LAPP Board of Directors

(A separate form must be completed for each ABC that the Candidate is being considered)

Name of Candidate:

Opportunity/Role:

Candidate Declaration

- I have no real or apparent conflicts of interest to declare at this time.
- I have interests to declare that may actually conflict, or appear to conflict, with my responsibilities as a member of the public ABC.

Please list the interests declared below. If you are not sure if you have a real or apparent conflict of interest, please explain. Attach additional sheets if you need more space:

I, _____, declare that the information provided on this form is a complete and accurate accounting of any actual or apparent conflict(s) of interest that may affect my responsibilities as a member of the public ABC of which I am aware at this time.

I understand that I have a continuing obligation following my confirmed appointment, to disclose in writing, any actual or apparent conflicts of interest that arise prior to, and during, any term of appointment in accordance with the public ABC's disclosure practice.

I understand that, if appointed, the public ABC may conduct an additional assessment of real or apparent conflict of interest based on their Code of Conduct and/or internal process. This form does not serve as a final determination regarding whether any interest actually conflicts, may conflict, or may reasonably appear to conflict with my responsibilities as a member of the public ABC. I understand that if I am determined to have a real or apparent conflict of interest by the public ABC, it is up to the public ABC to determine steps for managing that conflict of interest.

Candidate's Signature:

Date:

The personal information on this form is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act*, for the purpose of assessing the suitability of candidates for an appointment to the public ABC.

For Program Area's Use:

Follow up required: Y/N Date Completed (dd/mm/yy):

CONSENT TO ACT AS DIRECTOR

To: LAPP Corporation (the “Corporation”)

The undersigned hereby consents to act as a member of the Board of Directors of the Corporation.

DATED at _____, in the Province of ____, this __day of _____, 20__ .

Print Name

Signature