# **The [trustee / trustee director] role**

The [scheme name] is [fact about the scheme, for example, a £1 billion pension scheme / has xx members].

Our trustee board knows how important a good pension scheme is to the future financial security of its members.

This leaflet explains what’s involved in being a trustee / trustee director and how you can put yourself, or someone else, forward for a member-nominated role.

## About the scheme

The [scheme name] is looked after by [a corporate trustee company called [trustee name], which is totally separate from [employer name]] / [a group of trustees appointed for that purpose]. It has a board of up to [xx] directors.

* There are [xx] trustees / trustee directors appointed by [company name].
* There are [xx] member-nominated trustees / directors (MNT / MNDs), selected from the scheme’s active, [employed / deferred] and pensioner members[[1]](#footnote-1).

The current trustees / trustee directors are:

[list]

## How trustees are appointed

There are various ways in which trustees can be appointed. Some are appointed by [Employer name] as employer-nominated trustees / directors (ENTs / ENDs), while others are selected from members of the scheme, MNTs / MNDs. Together, they are responsible for managing the scheme and making sure it’s run in-line with the scheme rules and pensions law.

## We’re looking for [xx] MNTs / MNDs[[2]](#footnote-2)

The term of office for [number of vacancies] of our current MNTs / MNDs, [name(s) of MNTs / MNDs] [[3]](#footnote-3), is coming to an end and we’re looking for [xx] people like you to join the board.

You’d become an [MNT / MND], which means you’d help make decisions about running the scheme. You would perform the role for [xx] years, starting from [date / year].

The appointment of [MNTs / MNDs] depends on finding the most suitable candidates. If there aren’t enough suitable candidates, a vacancy (or vacancies) will remain open.

## The trustee / trustee director role on the board

As a [trustee / trustee director], you must act carefully, responsibly and honestly. You won’t represent one group, or section of the scheme, you must act fairly in the best interests of all the scheme members.

[Trustees / trustee directors], have an important role in protecting members’ interests in the scheme. The main responsibilities include making sure:

* they manage and invest the scheme’s assets
* employers [and members accruing benefits in the scheme] pay the correct contributions to the scheme
* they pay the correct benefits to members
* they run the scheme by the scheme rules and law, making sure it is well funded
* they keep accurate records and fully inform members about their benefits

Although the [trustees / trustee directors] are responsible for the above, they do not need specialist knowledge in all the areas. They often appoint specialist advisers and service providers to help and support them.

As a [trustee / trustee director], you, together with the rest of the board, will need to make sure that all appointed advisers and providers are monitored and are competent to perform the role they have been hired for.

## Benefits of becoming a trustee / trustee director

It’s a varied role and gives you the opportunity to increase your knowledge and skills that would be useful in any career.

Selecting MNTs / MNDs ensures that scheme members and their beneficiaries have a voice on the trustee board. This means that working alongside ENTs / ENDs, any issues and decisions can be considered from a range of perspectives. As a [trustee / trustee director], you will engage and negotiate with [company name] on behalf of scheme members.

Diverse experience and perspectives should improve the quality of decision-making and give members and employers confidence that the scheme is being well run. Your abilities, experiences and differences will be valued and welcomed on our board.

## Hear from our current trustee / trustee director

One of our current [trustees / trustee directors], [xxx] says, ‘[It’s extremely rewarding…]’[Include positive comment from a current MND]

[PHOTO OF MND]

## Skills and experience

We know that pension scheme language is not simple, but you don’t need to know lots about pensions to consider putting yourself forward for selection. We will support you with training to help you learn what you need to know to do the job. We are looking for people who have:

* good communication skills
* the ability to work and contribute as part of a decision-making group
* good, independent judgement
* interest in learning and applying knowledge
* a strong sense of commitment
* a commitment to securing good outcomes for pension scheme members

## Putting yourself forward

You can put yourself forward for selection if:

* you’re an active, [employed / deferred] or pensioner member of the scheme[[4]](#footnote-4).

AND you haven’t been:

* convicted of any offence involving dishonesty or deception
* subject to bankruptcy or impounding, in both cases undischarged
* the subject of a debt relief order in which a moratorium period still applies, or the subject of a debt relief restrictions order, or an interim debt relief restrictions order
* undischarged from an arrangement with creditors
* disqualified as a company director
* suspended or disqualified from being a trustee / trustee director by The Pensions Regulator

## No formal qualifications

There is initial and ongoing training provided to help you get up to speed and keep you up to date on the pension scheme and changes to the law and regulations.

While [trustees / trustee directors] are expected to have the knowledge and understanding to carry out their duties owed to scheme members, you don’t have to be a pensions expert – that is what the advisers bring.

You have six months from appointment to gain the knowledge and understanding required by law. You’ll also be supported by the scheme’s professional advisers and others involved in running the scheme day to day.

You can find out more about what’s involved in being a [trustee / trustee director] from The Pensions Regulator’s online guides at [www.thepensionsregulator.gov.uk/trustees](https://www.thepensionsregulator.gov.uk/trustees).

[There’s also a free, online training programme [which all [scheme name] trustees / trustee directors complete before being appointed: [www.trusteetoolkit.thepensionsregulator.gov.uk/](https://trusteetoolkit.thepensionsregulator.gov.uk/).]

## Time commitment

### Preparing for meetings

There will be reading before meetings, and you’ll need enough time to prepare. Our current trustees say they spend [x] hours preparing for meetings. You will be supported with this [add here support available for your trustees], and it will get easier as you learn more about the scheme, your role and the work the [trustees / trustee directors] get involved in.

### Attending meetings

The trustee board normally meets [xx] times a year and meetings last for [xx]. There may also be ad hoc meetings. Meetings may be held online or in person at [insert location] however, if you can’t attend in person, adjustments may be made if you have a disability.

In addition, the trustee board has [xx] sub-committees dedicated to [xx], which you could be invited to join, typically to fit with your initial preferences or skillsets. The sub-committees each meet regularly between trustee board meetings.

### Training and development

Every member of the trustee board needs to have ongoing learning and development. More is expected of new [trustees / trustee directors] as they get up to speed. You will be given support to gain and maintain your knowledge and understanding.

### Ad-hoc work

You might have extra work to do if there are unexpected events or economic developments, for example, to revisit past decisions (such as the propriety of the scheme's investments) or to understand how the scheme or member benefits will be affected.

We recognise that people sometimes need different working arrangements, such as reasonable adjustments for health conditions or disabilities, or flexible working, and we will consider any requests for these.

## Resigning as trustee / trustee director

If you’re nominated as an [MNT / MND], you’ll be a trustee / trustee director for [xx] years and may be reappointed for a further [xx] years. You can be an ENT / END for [xx] years [amend for your scheme].

You can generally step down from your role as [trustee / trustee director] at any time provided you follow the procedures set out in your trust documents[[5]](#footnote-5).

### Being removed from the role

[MNDs / MNTs], you can only be removed from the board if [amend for your scheme]:

* you stop being an active, [employed / deferred] or pensioner member of the scheme
* all other [trustees / trustee directors] have voted unanimously to remove you
* you become incapable of performing your duties as [trustee / trustee director]
* your circumstances change in a way that means you are no longer eligible to act as a [trustee / trustee director] (see the section ‘AND you haven’t’ above)

## Next steps

### How to apply

To apply to be an [MND / MNT], or nominate another active, [employed / deferred] or pensioner member of the scheme to act as an MND / MNT, [complete the enclosed application form or apply online at [website address]]. Make sure you include any relevant skills and experience to support your application.

### Important dates

Closing date [xx]

Interviews held [xx]

We’ll let you know [xx]

Appointments confirmed [xx]

Start date [xx]

### Reasonable adjustments

We’re open to flexible working and will consider any request for reasonable adjustments for health conditions or disabilities.

### Find out more

To get a better understanding of the time commitment involved, contact the [chair of the trustee board / scheme secretary].

If you’re an active member, please talk to your line manager and HR before applying.

Any questions, please email [email address].

**If you want to help us continue making a difference for our members - we want to hear from you.**

1. Amend for your scheme. [↑](#footnote-ref-1)
2. If looking for member-nominated trustees / trustee directors. [↑](#footnote-ref-2)
3. State whether current MNT / MND is standing down or for reselection. [↑](#footnote-ref-3)
4. Amend as appropriate for your scheme. [↑](#footnote-ref-4)
5. Consider the terms of the trust deed and amend accordingly. [↑](#footnote-ref-5)