

# Vacancy for a NAPS Member Trustee (Administration and Rest of Management)

**AN OPPORTUNITY TO GET INVOLVED – YOUR PENSION SCHEME  
INVITES YOU TO APPLY FOR A CHALLENGING & INTERESTING ROLE**

## THE VACANCY

The Trust Deed of the New Airways Pension Scheme (the Scheme) specifies that subject to any vacancies that arise there shall be six employer nominated and six member nominated Trustees.

As a result of Mr Paul McGarry (Administration and Rest of Management Group constituency) retiring as a Trustee with effect from 30 September 2011, a vacancy for a NAPS Member Trustee to be elected from the current NAPS membership falls due from 1 October 2011 and the Trustees of NAPS are seeking nominations.

If you are a current employee in the Administration and Rest of Management constituency (this includes all managers other than Technical and Engineering managers), are an active member of NAPS and wish to consider becoming a Trustee, please read this notice as it provides information about the role and how to stand for election.

## SUMMARY OF DUTIES

The duties of a Trustee are wide ranging and involve considerable responsibility. You would be ultimately responsible for administering the fund in accordance with the Trust Deed & Rules, the law of trusts and Pensions legislation. One of your duties as a Trustee will be to familiarise yourself

with the Rules of the Scheme and you would be expected to attend and take part in regular meetings of the Board and Committee meetings. As preparation for each meeting you will be provided with detailed briefing papers and background documentation which will require you to spend some time reading and making sure that you understand the technical material.

To obtain further details of the nature of the role of a Trustee you should refer to the Pensions Regulator's website:

[www.thepensionsregulator.gov.uk/trustees](http://www.thepensionsregulator.gov.uk/trustees). This will give you further guidance and an overview on the duties and responsibilities of trustees and the role that you would be expected to undertake as a Trustee.

## TRAINING AND SUPPORT

Newly appointed Trustees will be provided with comprehensive training and support. During the course of your appointment you will be required to participate in the ongoing Trustee training programme. The Pensions Regulator's Code of Practice on Trustee Knowledge and Understanding has formalised knowledge requirements for trustees and you will be encouraged to attend courses leading to qualification for the PMI (The Pensions Management Institute) Award in Pension Trusteeship.

The Pensions Regulator's website will also provide further information and advice on learning and in particular you may wish to refer to the online e-learning programme which is under the 'Trustee Toolkit' section of the website.

## HOW TO APPLY

**Please telephone Monica Gupta at Whitelocke House on 020 8538 2139 to request an application pack, which also includes a nomination form and a declaration of eligibility.**

You will need to complete a nomination form and obtain signatures of 20 supporters who are current NAPS members and eligible to vote in the Administration and Rest of Management constituency. **Completed declarations and nomination forms must be returned by 14 November 2011.**

If only one application is received for the vacancy, the nominated person will be appointed. If more than one application is received then a ballot will take place in which one of the nominees will be chosen to fill the vacancy. If however no nominations are received a notice similar to this notice will be issued again at least once every three years.