

VACANCY FOR AN APS MEMBER TRUSTEE (ACTIVE MEMBER)

An opportunity to get involved - your pension scheme invites you to apply for a challenging & interesting role

THE VACANCY

The Trust Deed of the Airways Pension Scheme (the Scheme) specifies that subject to any vacancies that arise there shall be six employer appointed Trustees and six member nominated Trustees. Of the six member nominated Trustees, one is elected from the Active member constituency and five are elected from the Pensioner constituency.

As a result of the term of office of Mr Tom Mitchell (Active Member constituency) ending on 30 September 2013, a vacancy for an APS Member Trustee to be elected from the current APS membership falls due on 1 October 2013 and the Trustees of APS are seeking nominations. Mr Mitchell has indicated that he intends to stand for a further term which is currently a period of between five and five and a half years.

If you are a current employee, an active member of APS 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. 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 Pensions 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 10 supporters who are current APS members and eligible to vote in the Active Member constituency. **Completed declarations, nomination forms and election statements must be received by 17 July 2013.**

If only one application is received for the vacancy, the nominated person will be appointed from 1 October 2013. If more than one application is received then a ballot will take place with the nominee receiving the highest number of votes being appointed from 1 October 2013. If, however, no nominations are received, the Trust Deed & Rules now require the vacancy to be opened to APS Pensioners. In this event a notice inviting nominations from both APS Pensioners and APS Active members will be issued.


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