

Letter from Secretary of NAPS, sent to NAPS Member Pensioners on 14 November 2011

NAPS Members' Representative – Pensioner Trustee Vacancy

I am writing to all eligible NAPS Pensioners with regards to a vacancy for a Trustee to be elected by NAPS Pensioners. Please note this letter has been sent to all eligible Pensioners and you do not need to reply if you are not interested in standing for the vacancy.

NAPS Pensioners who are in receipt of their pension and have previously been employee Members of the Scheme are entitled to seek election to become a Pensioner Trustee and to vote.

There is currently one Pensioner Trustee but a vacancy for a second Pensioner Trustee has now arisen due to the merger of the 'Engineering and TMGs' and 'Ground Services' active member constituencies.

The term of office of a Pensioner Trustee is for a period of between five and five and a half years.

What is the role of a Pensioner Trustee?

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. The number of meetings varies from year to year and depending on which Committee being served, in some years, Trustees could attend an average of 20 meetings. As preparation for each meeting you will be provided with detailed on-line 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 & 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

If you are interested in standing as a Pensioner Trustee please contact 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 prepare an election statement, complete a declaration form and nomination form and obtain the signatures of 10 supporters who are eligible to vote in the Pensioner category as described above. Completed election statements, declarations and nomination forms must be returned to Whitelocke House by 5.00 pm on 20 December 2011.

If only one application is received the nominated person will be appointed from 20 December 2011. If more than one application is received then a postal ballot will take place in which one of the nominees will be chosen to fill the vacancy from 9 February 2012. If however no nominations are received a notice similar to this notice will be issued again at least once every three years.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Teresa Suriyae', written in a cursive style.

Teresa Suriyae
Secretary to the Trustees