

25 November 2020

Dear Member,

### **NLW Staff Superannuation Scheme Board of Trustees - Vacancy**

From March 2021 there will be an opportunity for a retired member of the Scheme to become Member Nominated Trustee (MNT) on the Superannuation Scheme's Board of Trustees. A "retired member" is a member who is currently in receipt of a pension from the Scheme.

I attach a form inviting you to nominate yourself to be a MNT.

Currently, there are seven Trustees of the Scheme - two of these are MNTs representing the staff and one MNT represents the pensioner members. Four trustees are nominated by the NLW Board.

### **Role of an MNT**

Before deciding whether you wish to nominate yourself as an MNT you should be aware of the role of a Trustee. Meetings of the Trustees, which all Trustees should attend, are held at regular intervals (three or four per year). Trustees consider matters connected with the operation of the Scheme and review investment performance and policy. They do not set the level of benefits provided under the Scheme. MNTs do not represent any particular group of members above others.

Training and support from professional advisors will be provided for all Trustees. You may be interested in looking at the first module of the Pension Regulator's e-learning programme (<https://trusteetoolkit.thepensionsregulator.gov.uk/>) which covers trust law and gives an idea of what it is like to be a trustee.

### **Term of appointment and eligibility criteria for this vacancy**

MNTs are appointed for a four-year term; they may be re-appointed for a second term, at the end of the initial period, if they choose to continue as an MNT.

If an MNT resigns or is removed from office during his or her term, the vacancy will be filled by re-running the nomination and selection process.

To be eligible to stand as an MNT you must be a retired member [and have the written support of another retired member of the Scheme.]

If you wish to nominate yourself to be an MNT please complete the attached nomination form and send it to David Michael, Scheme Secretary, by the close of business 24 December 2020 (david.michael@llgc.org.uk). If we do not receive your nomination form by this time, you will not be put forward for selection. You are requested that you complete the supporter form, although this is voluntary.

## **The selection process**

If one nomination is received, the member nominated will be considered by a Selection Panel set up by the Trustees. Where there is more than one nomination, a selection interview process will be organised in which the trustees will select the best candidate on the basis of their experience, skills and knowledge.

## **Fees**

The role of a Member Nominated Trustee is not paid but you will also be reimbursed for any travel and other expenses incurred in fulfilling your Trustee duties.

I will write to you again after the nomination process informing you of the outcome and if a selection process is to be held.

I look forward to receiving your nominations by close of business on **24 December 2020**.

Yours faithfully

David Michael  
Secretary  
NLW Staff Superannuation Scheme

# National Library of Wales Staff Superannuation Scheme

## Member-nominated trustee (MNT)

### Nomination Form

To: David Michael  
Secretary  
NLW Staff Superannuation Scheme

I refer to your letter dated 24 March 2020 regarding the appointment of a member-nominated trustee.

I wish to be nominated for selection as a member nominated trustee of the National Library of Wales Staff Superannuation Scheme.

I confirm that I:

- am aged 18 or over
- am a retired member of the Scheme
- have not been convicted of an offence involving dishonesty or deception am not an undischarged bankrupt;
- have not been disqualified from acting as a company director;
- have never been disqualified from acting as a Trustee

Name:..... Signature:.....

Address:

Telephone Number: .....

**This form must be returned to David Michael by 24 December 2020. The form can be sent by post or can be submitted by email (david.michael@llgc.org.uk) or by fax (01970 615709). Forms received after close of business on 24 December 2020 will not be considered.**

## TO BE COMPLETED BY RETIRED MEMBER NOMINEES

### Supporter Form

This section is voluntary

#### Name of nominee:

<b>My nomination is supported by:</b>		
<b>Name</b>		<b>Signature</b>
1		
2		
3		

All signatories must be retired members of National Library of Wales Staff Superannuation Scheme.