

OMERS Administration Corporation

CEO ROLE DESCRIPTION

Overview

The President and Chief Executive Officer (CEO) is responsible for the overall strategic and operational leadership of the enterprise which includes responsibility for overall organizational effectiveness, developing and effectively implementing the strategic plan, overseeing interactions with external stakeholders and providing leadership to, and management of, employees ensuring the enterprise's ability to compete in a global economy and meet the pension promise. The CEO is directly accountable to the Board of Directors (AC Board) for all activities of the enterprise.

Strategic Mandate

- Lead and engage with the AC Board to define the enterprise's mission and vision and provide leadership in the development of OMERS strategy and plans that enable the enterprise to achieve its mission and vision.
- Lead the execution of OMERS strategy, including through establishment of annual operating budgets for the enterprise.
- Ensure the prudent investment and management of the Funds for the long-term growth of assets at acceptable risk levels to meet the liabilities for present and future pension payments.
- Provide thought leadership on the business and economic climate in which the enterprise and its stakeholders operate and to direct the AC Executive Leadership Team (ELT) to meet opportunities and challenges presented by new trends and developments in the market.

Board and Board Committees

- Ensure the AC Board receives the support and resources required for its proper functioning and provide the information and tools in a timely manner necessary to monitor responsibilities delegated to the CEO.
- Participate in any committee meeting as determined by the Board Chair and/or the Committee Chair.
- Engage, as required, with the Board of Directors of OMERS Sponsors Corporation.

Governance and Policies

- Ensure the effective administration of the Plans, such as the payment of pensions, the provision of a high level of service to employers, active members and retired members and the maintenance of a cost-effective operation.
- Ensure that the Internal Audit function is able to operate with sufficient independence in order to accurately assess and report on the status of policy and regulatory compliance across the enterprise.
- Oversee the development and compliance with key corporate policies, including policies regarding good corporate governance, risk management, financial reporting, sustainable investing (ESG), corporate social responsibility and compliance with applicable legal and regulatory requirements, in every jurisdiction in which the enterprise operates.

Leadership

- Implement the appropriate proactive communications strategies that will produce positive and productive relations with key stakeholders (internal and external), plan members, plan employers, associations, enterprise employees, regulators and representatives of government, key service partners and providers, media and communities – domestic and internationally.
- Build an effective OMERS ensuring an effective succession management process is in place for continuity of leadership, increasing diverse leadership bench strength, assessing ELT member performance and determining appropriate compensation.
- Foster organizational effectiveness and efficiency by creating an environment of leading edge leadership practices, transparency and two-way communication.
- Ensure appropriate human resources policies, processes, procedures and systems are in place to support the enterprise’s obligations, mandate and strategy, including as it relates to implementing a culture of inclusivity.

HISTORY

Effective Date: January 1, 2022

Approval Dates: April 10, 2008; November 20, 2008; November 20, 2009;
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 October 23, 2014; December 8, 2015; November 15, 2017;
 December 13, 2018; November 13, 2019; December 10, 2020;
 December 9, 2021