

OMERS Sponsors Corporation

CHIEF EXECUTIVE OFFICER ROLE DESCRIPTION

Purpose

Reporting to the SC Board, the CEO is the executive leader of the corporation and is responsible for organizational leadership and direction and assisting the SC Board in achieving its mission and delivering on its key responsibilities related to Board Appointments to the AC and SC Boards, Plan design, contributions, stabilization reserves and valuation filing.

Overview

The CEO provides direction, guidance, and supervision to the organization and its management team and staff and assists the SC Board and the Chair in establishing responsible governance and planning for the organization; monitors and advises regarding the strategic direction of the organization, the strategic design, funding, and communication for the OMERS pension plans, and any new initiatives approved by the SC; builds and promotes consensus among stakeholders; provides leadership, direction and clear lines of accountability; acts as the principal point of contact with SC Board Members, AC Management, government stakeholders, and third parties; and stays current on trends and industry developments.

Key Responsibilities

As the executive leader for the organization, the CEO is responsible for directing and supervising all activities of the organization, including management, staff and third parties, and for providing objective insight and leadership to the SC Board in establishing organizational strategies and priorities, and responding to all matters brought to the SC Board, including:

- Assisting the SC Board with ongoing advice and guidance regarding its strategic direction, initiatives and policies.
- Representing the organization within the industry and at public gatherings, as required.
- Supporting the SC Board by attending all Board and Committee meetings, establishing and maintaining a Corporate Secretariat, providing support, materials and information required for Members, documenting all meetings and publishing their results using effective tools and approaches to enable good Board governance, and following up on all action items from the meetings.
- Supporting the Chair, Vice-Chair and Committee Chairs in their roles and providing them on a timely basis with advice and information necessary to perform their duties.
- Building, developing and managing an effective and efficient Management team, including making decisions on the hiring, promotion, succession planning, compensation, and termination of the team members.

- Building upon and continuing to improve the transparency/communication between the AC and SC, including engaging as required with the AC Board and AC Management.
- Maintaining a close relationship with all levels of staff at OMERS and outside advisors, to ensure open and prompt communication, receipt of administrative and technical support and to ensure that SC's duties and roles are carried out as effectively as possible, and that it receives timely expert advice when required.
- Enhancing and maintaining ongoing working relationships with pertinent government and sponsor organizations and representatives, to ensure constant communication and that those communication links are available in urgent or important circumstances.
- Providing the SC with information and trends in the pension industry, to represent the SC at pension industry events and initiatives and to ensure that the SC has 'best in class' levels of information relating to its primary pension plan mandate.
- Acting as the catalyst for ongoing enhancement of the strategic vision for the organization.
- Managing the corporate function of the SC - continuously enhancing process and procedures to ensure the SC's needs are met and the workload and time commitment of its Members can be effectively minimized.
- Influencing and guiding discussions and maintaining a balanced view amongst a diverse group of stakeholders often with opposing perspectives.
- Improving public relations and communication to each stakeholder group through regular and consistent communication vehicles to produce positive and productive results.
- Understanding pension fund legislation as it relates to the OMERS plans and the inherent risks and displaying sound judgment in the absence of clear legislation.
- Developing annual operating goals and budget, objectives and performance targets.
- Identifying, managing and monitoring risks to the organization.
- Ensuring an effective orientation program is provided for new Members, with the advice and support of the Chair.

CEO Core Competencies

The CEO is expected to bring the following core competencies to the role:

- Strategic leadership capability, including effective management of risks to promote achievement of the organization's objectives, and effective evaluation of complex issues with clear direction to resolve them.
- Consideration of a long-term agenda to achieve plan sustainability despite short-term challenges.
- Develop and lead a diverse and effective management team, with a view to succession management for his or her own role.
- Build sustainable relationships among Board members, AC counterparts, and particularly sponsor and stakeholder organizations, including plan employers and ultimately plan members.

Chief Executive Officer Evaluation

The performance of the CEO will be assessed by the SC Board on an annual basis in accordance with a process recommended to the SC Board by the Human Resources & Compensation Committee.

HISTORY

Effective Date: *February 23, 2021*
Approval Dates: *February 23, 2021*
Next Review Date: *December 2021*