



THE UNIVERSITY OF LIVERPOOL
PENSION FUND

**Could you help
us manage
ULPF?**

Find out more inside





Get involved

We are looking for a new Trustee Director to join our ULPF Trustee Board.

Could this be you?

Becoming a Trustee Director is a key role in the management of your pension fund. You will receive training and support to help you in this role.

Are you an active member of ULPF? Then you can apply

This role is open to active members. An active member is anyone who is currently paying contributions into ULPF.

The role

What does a Trustee Director do?

A Trustee Director is a member of the Trustee Board, which is responsible for overseeing the running of ULPF and safeguarding it on behalf of its members.

Alongside ULPF's advisers and administrators, the Trustee Board makes sure that contributions are made to ULPF, that its assets are carefully invested and that members' and beneficiaries' benefits are paid correctly and on time.

To do this, a Trustee Director's main duties are to ensure that:

- ULPF is run in line with its rules and current pension legislation and regulations;
- Proper records for ULPF are kept;
- ULPF's assets are invested appropriately and are held as securely as possible;
- Members are communicated with regularly about the benefits they are entitled to and about how ULPF is run.

Trustee Directors are also required to act impartially, in good faith and in the interest of all members.

What support will you receive?

We will provide you with all the necessary training and ongoing support. You will also be able to take reasonable time off work to attend meetings and training.

What does a Trustee meeting involve?

Regular agenda items include the Annual Report and Accounts, actuarial reviews and updates on pension-related legislation.

Typical meetings involve approving minutes from the previous meeting and reviewing updates from the Investment Advisory Committee.

How often are the meetings?

There are four Trustee meetings held each year. In addition, Trustee Directors are expected to attend two in house training sessions a year. You may also be asked to join one of the Board's sub committees or working parties set up by the Trustee from time to time.

How can you find out more?

The Pensions Regulator has more information about the roles and responsibilities of trustees and trustee directors.

Visit: [*Roles and responsibilities*](#)

Talk to us about applying

If you think you might like to apply, we can arrange a virtual meeting for you to talk with one of our Member Trustee Directors to ask any questions you may have.

Email t.gallagher@liverpool.ac.uk to arrange a suitable time.

How to apply

If you wish to take your application further, simply complete an Expression of Interest form which can be found on the pension's website <https://www.liverpool.ac.uk/hr/pensions/ulpf/trustee-director/> along with further information about the role, and return it to us by the closing date detailed on the webpage. You will be asked to outline why you are suitable for the role on the form.

A short list of active members who have expressed an interest will be invited to attend an informal interview with a small number of our Trustee Directors.



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