



Prospective Consultative Committee Members – Frequently Asked Questions

WHAT IS THE CONSULTATIVE COMMITTEE (CC)

The Consultative Committee is a forum consisting of 148 members drawn from 37 shareholder universities. Each university has four members on the CC, comprising two employer representatives, one elected academic staff representative and one elected professional staff representative.

UNISUPER THE FUND

UniSuper The Fund is governed by a Trust Deed. From time-to-time changes may need to be made to the Trust Deed to administer and govern the Fund. Changes to the Trust Deed (other than those which are necessary or desirable so as to ensure that UniSuper complies with particular laws relating to superannuation) are brought to the CC for approval.

ROLE OF THE CC MEMBER

If a vote on the Trust Deed amendment is required, you will have to consider and vote on that proposal.

The CC also has a role in nominating 4 Trustee directors.

To facilitate your work, there are opportunities for CC members to receive significant and extensive information including:

- CC roadshows are held in each capital city, usually in May/June/July
- pre-meetings are held prior to CC meetings where CC representatives meet to discuss the items on the agenda
- information is provided as part of a CC meeting pack. For example, Trust Deed changes will be accompanied with an explanatory memorandum detailing the reasons for the change.

If you are an elected CC member, your role is to represent the members who elected you and provide any feedback to the Trustee.

TERM OF OFFICE

Elected CC members (that is, the Academic or Professional Staff representatives) hold office for four years and are eligible for re-election.

OBLIGATIONS OF A CC MEMBER

CC members are expected to:

- attend the meetings of the CC including the annual meeting of the CC in Melbourne in November and information sessions held the day before (a 2-day commitment). This is an in-person meeting, though virtual attendance is possible. Travel and accommodation are provided by UniSuper
- attend CC Roadshows held in May/June/July, in each state, and
- consult with the members you represent (that is, academic or professional staff), so that their interests are considered.

PROXIES AND ALTERNATES

A CC member can appoint another CC member as their proxy if they are unable to attend a meeting.

For extended period of leave, CC members can appoint an alternate.

MOST FREQUENTLY ASKED QUESTIONS

1. Eligibility Criteria for Academic & Professional Staff representatives:

To be eligible to stand for election or appointment as a Consultative Committee member representing staff you must be:

- either:
 - a member of the Defined Benefit Division (or a member of Accumulation 1 who is **or** was eligible for that kind of membership), or
 - an Accumulation 2 member of UniSuper, and
- a member of the academic / professional staff of the employer university (as applicable to the vacancy you wish to nominate for).

The eligibility criteria is detailed in section 9.1 of the [UniSuper Trust Deed](#).

If you are unsure of your membership status, the simplest way to find out is to check your most recent member Benefit Statement or **call UniSuper**. To determine if you are **or** were eligible to be a member of the Defined Benefit Division, contact your university.

2. How much work is involved?

Depending on the nature and number of matters the Consultative Committee needs to consider at meetings and in between meetings, the amount of work will vary.

Members are required to review papers distributed for meetings before attending. Throughout the year, members receive additional information for review as well as regular Fund updates.

A Consultative Committee member position is an honorary one, travel and other necessary expenses for members to attend the annual meeting and Consultative Committee roadshows are met by the Fund.

3. CC Member Induction and website

A newly elected CC member will receive a welcome email from the UniSuper CEO. They will be introduced to an Employer Partnership Manager (EPM) who will be their point of contact for the period of their membership. EPMs will provide guidance and answer any questions a CC member may have.

CC member will also receive login details to the CC Website, a dedicated website only for CC members. The website has specialised information and provides a forum for members to discuss matters with other members.

The website also contains any necessary information for members to access in the lead up to meetings.

4. When do I cease to be a CC Representative?

If elected to be a CC member, you cease being on the Committee when:

- your 4-year term expires
- you cease to be a member of the academic / professional staff of your employer university
- you cease being a UniSuper Fund member
- you resign from the Committee, or
- you pass away.