

Job Description Director CEAP Retirement Plan Office

The Director is responsible for the overall control of the administrative and accounting functions of the Office.

Job Description:

1. Ensure that the Retirement Office abides by the rules of the CEAP Retirement Plan and the by-laws and established policies of the CEAP organization.
2. Assist the Retirement Commission, through its Chairman, in the administration of the Fund.
3. Exercise direct control on the administrative and accounting functions of the office.
4. Prepare agenda for all meetings of the Investment Committee and Retirement Commission, in coordination with the Chairman.
5. Ensure that all letters/communications addressed to the Director are attended to, within 7 working days.
6. Report periodically to the Retirement Commission on the status of the retirement fund and other related matters.
7. Serve as a liaison between the Retirement Commission and the Trustee/Fund Managers in relation to fund performance and investment recommendations.
8. Exercise overall control and responsibility in the preparation and holding of the Plan's annual assembly.
9. Approve retirement/separation benefit claims of the Plan's members on behalf of the Retirement Commission.
10. Coordinate on a regular basis with ASC Phils. on the backroom operations of the Fund.
11. Assist the Chairman as appropriate.
12. Conduct marketing sorties/plan orientation among CEAP accredited schools/institutions and member-schools.

13. Recommend to the Retirement Commission an independent actuary to undertake actuarial study on the appropriate actuarial hurdle of the Fund as the need arises.
14. Ensure that the Fund is always trusteeed by a Successor Trustee, as recommended by the Investment Committee, and approved by the CEAP Retirement Commission.
15. Review the yearly budget of the Office, as prepared by the Accountant, for approval of the Retirement Commission.
16. Recommend the engagement of an independent auditing firm to undertake yearly long-form audit on the financial condition of the Fund.
17. Accept and review fund management proposals from different banks/financial institutions that qualify under the Fund's investment parameters and recommend the same to the Investment Committee for its considerations and approval.
18. Other functions that the Chairman may deem appropriate.