

**EMPLOYEE LIFE AND HEALTH TRUST TRUSTEE - ALTERNATE**  
(up to 3 alternate positions available)

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of **Trustee Alternates of the Employee Life and Health Trust (ELHT)**. This is a voluntary position with training, release time as required, and reimbursement of expenses provided by the Association. The successful applicants will begin required training for their duties within three (3) months of their appointment and be prepared to commence their term after completion of training, if called upon.

Trustee Alternates of the Employee Life and Health Trust (ELHT) may be called upon to serve as Trustee **on very short notice**, should one of the sitting Trustees no longer able to serve in the role.

Trustees of the Employee Life and Health Trust (ELHT) carry significant responsibilities for tens of thousands of members of the OECTA ELHT and their families. They make governance decisions, driven by actuarial, investment, legal, insurance or operational considerations. A Board of Trustee position generally requires knowledge of the benefits field, so the individual is comfortable with information received, and is confident enough in their understanding to accept or reject expert advice, ask probing questions, and make independent decisions.

Trustee Alternate candidates will also need to understand the fiduciary nature of the position, have some familiarity with actuarial or investment concepts and have the time required to devote to their duties should they be called upon to serve.

**Required qualifications include:**

1. A member in good standing who is enrolled in the OECTA Employee Life and Health Trust Provincial Benefit Plan for the full length of term of office.
2. May be required to commit to attend board and committee meetings, as required, over a 3-year term, with possible reappointment to a subsequent 3-year term.
3. Employee Life and Health Trustee Alternate, shall:
  - undertake training and ongoing professional development
  - work in a collaborative fashion
  - possess good problem-solving skills
  - meet all fiduciary objectives
  - meet confidentiality/privacy requirements
  - possess good conflict management skills
  - maintain solidarity in decisions of the Board.
4. Execution of an attestation concerning bankruptcy and competency.
5. Knowledge of and/or experience with employee benefit plan design and administration.

**The following qualifications would be an asset:**

1. Knowledge of trust fund structure.
2. Knowledge of legal duties of trustees.
3. Association involvement.
4. Understanding of the ELHT governance structure, including the role of collective bargaining, the role of the OECTA, the role of the employers, the role of the ELHT Board of Trustees.
5. Ability to delegate to and monitor third party advisors and employees.

## APPLICATION PROCESS

Application closing date: **September 18, 2025, 4:00 p.m. (EST)**

Qualified candidates are required to complete the attestation found [here](#) and submit it, along with a cover letter and résumé to the attention of David Church, General Secretary, via email to [careers@catholicteachers.ca](mailto:careers@catholicteachers.ca)

For applicants granted an interview, the Association intends to hold interviews in Toronto on **October 1, 2025**.

### SELF-IDENTIFICATION

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

## TRUSTEE ATTESTATION

I, \_\_\_\_\_, hereby attest that I satisfy all the qualifications to act as a Trustee of the OECTA Employee Life Health Trust, specifically:

- (a) I am an individual;
- (b) I am a resident of Canada;
- (c) I am at least eighteen years of age;
- (d) I have not been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property, or been found to be incapable by a court in Canada or elsewhere;
- (e) I am not an undischarged bankrupt.

I acknowledge that the above Trustee eligibility requirements are ongoing, and I will resign as Trustee should I cease to meet any of the requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness