

Information sheet for foundation board candidates

This information sheet summarizes the most important points and does not claim to be complete. Only the statutory provisions, the deed of foundation and the regulations of the foundation are decisive.

Importance of the foundation board

The foundation board is the highest governing body of the foundation. It is responsible for the most important management issues. The mandate of the foundation board is a challenging task that demands responsibility and requires, in particular, the interest and willingness to address occupational benefit schemes in depth and commit oneself to the subject. The foundation is responsible for providing members of the foundation board with specific support and training for their task.

Duties of the foundation board

The foundation board performs all tasks and has all responsibilities that are not expressly delegated to another body. The most important management tasks which the foundation board itself must perform include:

- the long-term safeguarding of the foundation's purpose,
- the definition of the organization and management of the foundation,
- the arrangement of collaborations with various partners (e.g. Zurich),
- the definition of the financing system,
- the definition of benefit goals and pension plans,
- the adoption and amendment of various regulations,
- the election of commissions and committees, the managing director, the secretary, the auditor and the expert for occupational retirement provision,
- deciding on the interest on the retirement assets, the appropriation of any available assets of the foundation, measures in the event of insufficient cover, etc.,
- the preparation and approval of the annual financial statements,
- the organization of the accounting,
- identifying the insured group and safeguarding their information,
- ensuring the initial training and continuing education of the employee and employer representatives,

- deciding whether to completely or partially reinsure the pension plan and, if so, which reinsurer to use,
- the definition of goals and principles of asset management as well as the implementation and monitoring of the investment process,
- the periodic review of the medium- and long-term correspondence between the investment of the assets and the commitments,
- the definition of the conditions for the repurchase of benefits.

Organization of the foundation board

The foundation board of the Vita Collective Foundation consists of eight members. Its composition is on an equal representation basis, i.e. an equal number of employee and employer representatives. The foundation board elects a president from among its members for a period of one year.

Election of the foundation board

In principle, any employee or employer is eligible for election who is in a regular contractual relationship with an employer company affiliated with the foundation and who:

- has been registered as a candidate by the administration committee,
- belongs to the group of active insured,
- is in regular employment with the affiliated employer (without notice having been given) and performs his/her main employment with an employment level of at least 40%,
- agrees to stand for the mandate as a member of the foundation board and to train as a member of the foundation board,
- has good methodological knowledge (e.g. management and strategy knowledge, process knowledge) or basic specialist and industry knowledge, preferably in the field of occupational retirement provision,
- has sufficient knowledge of German to carry out his or her responsibilities in the foundation board meetings, which are held in German.

Only insured persons who do not have management functions can stand as employee representatives.

Reasons for exclusion

Persons working in the management of the foundation are not eligible for election to the foundation board. Persons related to those working for the management of the foundation or other foundation board members (e.g. spouses and registered partners, parents, children, siblings) likewise cannot be elected. You can find more detailed information in the election regulations.

The election takes place in two steps:

- In a first step, the employee representatives as well as the employer representatives of the administration committee each nominate a maximum of one candidate (one employee representative and one employer representative) from among the active insured.
- In a second step, the employee representatives and employer representatives of the administration committees elect a maximum of ten candidates from their list (maximum five candidates per company category); the candidates with the largest number of votes in their company category are elected.

Time requirements and compensation

The foundation board convenes as often as business requires, but at least four times a year. Each member is entitled to demand the convening of a meeting while stating the purpose of that meeting. The members of the foundation board are entitled to compensation for their work.

Responsibilities and insurance

By law, foundation board members are liable for any damage that they inflict on the foundation intentionally or negligently (Art. 52 BVG). In order to defend against unjustified claims against the foundation board, the foundation has taken out directors' and officers' liability insurance.

Commencement and termination of the term of office

The regular term of office begins with the constituent foundation board meeting and lasts four years. The term ends automatically and the member leaves the foundation board if:

- the term of office ends after four years and the member is not re-elected,
- the employment relationship ends, unless the member immediately takes a new job with an employer who is also affiliated with the foundation,
- the affiliation contract between the employer, with whom the member is employed, and the foundation is terminated,
- the member resigns from his/her mandate,
- the member reaches the maximum term of office of three full regular terms.

Further information

Further information can be found in the deed of foundation and the Election Policy. Available online at www.vita.ch