



# ACEC Retirement Trust Trustee Selection Process

*A retirement plan for engineers...by engineers.*

In order to be considered for service as a Trustee of the **ACEC Retirement Trust** ("Trust"), the potential candidate must be an owner or officer of a firm which is a member in good standing of the Trust. New Trustees are elected by the existing Trustee group to serve a four year term. Replacement Trustees may also be elected by the existing Trustee group to fill the term of an existing Trustee who, for one reason or another, could not fulfill their full term. Each Trustee is assigned to one of the 7 regions of the United States to be the Trustee Liaison for that region. Trustees, when requested by the Trustee Board, may serve no more than two consecutive four year terms.

As a vacancy in the Trustee group occurs, the Chairman appoints a Trustee Review Committee ("Committee") to consider potential candidates. The Executive Director of the Trust maintains a list of potential candidates which is compiled from:

- Persons expressing interest in being a Trustee
- Persons recommended by the Trustee's Consultants
- Persons recommended by the (ACEC) American Counsel of Engineering Companies, national chapter
- Persons recommended by the other Trustees, and
- Prior Trustees who have indicated a willingness to serve again

The Committee reviews the region of the United States where the vacancy exists and attempts to find a replacement from a member firm in that region. Once potential candidates are determined, the Committee contacts the individuals to arrange an interview to:

- Assess their suitability to serve as an ERISA fiduciary and specifically to serve as investment fiduciary of the Trust
- To determine their availability and willingness to commit sufficient time to the proper management and administration of the Trust
- To judge their interest
- To determine their knowledge of the Trust
- To determine their capability with the other Trustees
- To assess their prior experience in working with groups of this type, and
- To insure that they fully understand the commitment for which they may be volunteering

Once satisfied with the individual's credentials, the candidates are presented to the Trustee group as a whole for a final selection. Once a selection is made, a background check of the individual is conducted and, if found satisfactory, a formal offer of Trusteeship is sent by mail to the individual.

If you have an interest in serving as an ACEC RT Trustee, please email Bruce McFarland, Executive Director of ACEC RT at [bruce.mcfarland@acecrt.com](mailto:bruce.mcfarland@acecrt.com) to be included on the list of potential candidates.