

DEFINING THE ROLES

Plan Sponsor

The Plan Sponsor is an entity/business that offers a retirement plan to its employees. Plan Sponsors have a fiduciary duty to prudently select, monitor, and evaluate on an ongoing basis the fees and services provided to the plan. ERISA and the Department of Labor require meetings concerning the plan to be documented.

Adviser

The Adviser's role is to bring the Plan Sponsor and required plan service providers together (TPA, Record Keeper, and Custodian) and assist in selecting the final investment options for the plan. Advisers typically provide due diligence, support, and guidance to the Plan Sponsor when making these decisions.

TPA

The Third Party Administrator (TPA) typically performs compliance work on retirement plans by providing plan documents and government reporting services to the Plan Sponsor.

Record Keeper

These service providers also offer TPA functions, however, they primarily provide services such as daily account balance updates and processing plan transactions. Participant interaction with the plan is provided by Record Keeper.

Custodian

The chief role of the Custodian is to safeguard the individual assets of the plan. In addition, the custodian is the financial institution responsible for determining which investment options are available for the plan fiduciaries to select from.

Fund Lineup

The Fund Menu should consist of solutions for most participant personality types. Participants that like to be hands on and create their own portfolio, risk based funds that have some participant involvement, or target date funds with little to no ongoing participant management should be available. These lineups are finalized by an Investment Committee with the coordination and guidance of the Advisor.