

(Date)

(Address of Fiduciary)

**Subject: Appointment to Investment Committee**

Dear (Fiduciary):

You are hereby appointed to serve as a member of the Investment Committee. As you will be serving as a fiduciary with specific duties and responsibilities which are outlined in the attached handbook [memo], please become familiar with the contents and inform me of any questions and/or concerns you may have regarding your role.

In order to be a successful member of the Investment Committee, you should note the following.

It does not require extensive experience in securities analysis or portfolio management, but it does require a personal interest in understanding the basics of capital markets.

It requires the courage to develop a consensus formulation of goals and objectives with your fellow committee members; the discipline to develop and follow long-term investment policies; the patience to evaluate events calmly in the context of long-term trends; and an understanding of personal and organizational strengths and weaknesses to determine when delegation and outsourcing is more appropriate.

Most important, it requires the ability to get the right things done, otherwise known as effective management. A prudent investment process facilitates effective management by distinguishing important from unimportant tasks.

Please acknowledge receipt of this letter and your understanding of your fiduciary duties and responsibilities by signing and returning the attached Acceptance Letter to me.

Sincerely,

(Plan Sponsor, Trustee, or Settlor)

**Enclosure: *Prudent Practices of Investment Stewards* handbook (or comparable memo)**

The following material(s) have been developed by fi360. They are provided only as a sample. As with all governing documents, they should be used in consultation with a professional and/or an attorney to develop documents that are appropriate for and specific to the portfolio in question.

## **Sample Return Response to Fiduciary Acceptance Letter**

Date: (Date)

To: (Plan Sponsor, Trustee, or Settlor)

From: (Fiduciary)

**Subject: Appointment to Investment Committee**

I hereby accept my appointment to serve as a member of the Investment Committee. I understand and accept the fiduciary duties and responsibilities associated with my appointment.

Sincerely,

(Fiduciary)

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