

# PLAN SECRETARIAL SERVICES

Good governance is central to the effective management of employee benefit plans. It defines the roles and powers of those responsible for plan management activities – from identifying and managing the risks affecting the plan, compliance with local laws and regulations, to plan administration with the assistance of professional advisors. An effective governing board should lead to effective governance and an ongoing cycle of continuous improvement.

Proactive plan secretarial services are a key element in good governance. We believe that secretarial services go well beyond keeping minutes of meetings. The plan secretary can be the central team member to ensure that the plan is managed effectively on behalf of the members and the employer.

Our secretarial services typically include:

- Preparing annual meeting planners and budgets
- Organising trustee meetings
- Preparing the meeting agenda and papers
- Drafting minutes and resolutions and keeping other meeting records
- Documenting follow-up actions and tracking progress
- Maintaining a list of authorised signatories, as well as other delegations of trustee authority
- Maintaining documentation of potential conflicts of interest and any breaches
- Encouraging trustees to consider risks to the plan by drafting and maintaining a risk register
- Managing relationships with various parties involved with the plan and periodically reviewing service providers and fees
- Documenting and executing plan changes
- Overseeing the financial management of the plan
- Coordinating local regulatory reporting, as needed

BWCI have been providing services to a wide range of pension and savings plans for over 45 years, and it is one of our core areas of expertise. We are able to provide flexibility in our services to meet the varied needs of our clients. Our experienced staff members fully understand the requirements for different benefit structures and investment funds. We routinely monitor developments locally and in many jurisdictions around the world to ensure that our clients keep abreast of legislative changes and developing trends in benefits.



### **Focused**

We are focused on our clients' needs and provide a service to suit their individual requirements.

### **Practical**

We deliver solutions in practical, commercial and cost-effective ways.

### **Innovative**

We seek innovative solutions to complex financial problems using advanced analytical tools and software.

<b>Guernsey office</b>	PO Box 68, Albert House South Esplanade, St Peter Port Guernsey, GY1 3BY
<b>Tel</b>	+44 (0)1481 728432
<b>Fax</b>	+44 (0)1481 724082
<b>Web</b>	<a href="http://www.bwcigroup.com">www.bwcigroup.com</a>

<b>Jersey office</b>	Kingsgate House, 55 Esplanade, St Helier Jersey, JE2 3QB
<b>Tel</b>	+44 (0)1534 880112
<b>Fax</b>	+44 (0)1534 880113
<b>Web</b>	<a href="http://www.bwcigroup.com">www.bwcigroup.com</a>