Documenting Role, Consultants and Service Providers

In order to document roles and their responsibilities, complete the table below. Fiduciaries should be monitored periodically to ensure they are adhering to the responsibilities allocated to them and meeting those standards identified in the chart. The chart should be updated whenever there is a change in roles or their responsibilities.

Role	Name/Organization/Title	Documented Responsibilities
Board Of Directors		☐Establish Retirement Committee ☐Select Fiduciaries of Plan ☐Create Committee Charter
Retirement Committee		Committee Charter or Resolution
Plan Administrator (internal)		Plan Document
Investment Manager (if applicable)		Advisory Agreement
Consultant (Plan Level)		Engagement or Advisory Agreement
Consultant (Participant Level)		Advisory Agreement
Service Provider		Service or Equivalent Agreement
Other (Auditor, Attorney, CPA, etc.)		Engagement or Equivalent Agreement