



375 W. 36th Avenue, #200 | P.O. Box 93870, Anchorage, Alaska 99509
1.800.325.6532 | 907.561.4802 fax
www.asealegalservices.org

TRUSTEE ELECTION ANNOUNCEMENT

Per the Trust Agreement, Article III, Section 1, as amended effective August 25, 2003, election for the *At Large Trustee* term (scheduled to begin July 1, 2018) will be June 15, 2018. Nominations are due by 3:00 p.m. on May 4, 2018.

In order to be eligible to serve as a Trustee, the individual must be a member of ASEA/AFSCME Local 52 in the General Government Unit (GGU). Also, he/she must never have engaged in transactions on behalf of parties whose interests are or were adverse to the Plan; must have never been involuntarily removed from any State Board, Committee, Union Office or Trustee position for any reason; and must be willing to assume the responsibilities outlined below.

Trustee responsibilities include, but are not limited to:

- the general fiduciary duties of receipt of employer contributions and other income and creation and administration of the Plan of benefits;
- administration of the Trust Fund assets solely in the interest of the participants and their beneficiaries;
- compliance with Internal Revenue Code and other applicable laws;
- payment of current benefits and reasonable and prudent expenses necessary to manage the Trust; and
- investment of contributions and other income not required for the payment of benefits or expenses.

The Board of Trustees owes a fiduciary duty to the participants and beneficiaries of this Trust. By law, all investment decisions must comply with the Internal Revenue Code and the prudent investor rule.

Enclosed/attached is a packet containing the Trustee Election Notice/Nomination Instructions, Nomination Petition, Candidate Certification and Qualifications Statement. If you are eligible and are interested in serving as a Trustee, follow the instructions and submit the forms as directed. Additional copies of the packet are available on the Trust website: www.asealegalservices.org.

NOTE: If there is only one Candidate at the close of Nominations on May 4, 2018, the Trustees will not proceed with a balloting process, rather, the nominee will be seated at the next Regular or Special Board of Trustees meeting following July 1, 2018. If the balloting process is conducted, the Trustees will retain a certified public accounting firm to accept the returned ballots, count them and certify the election results.

ASEA LEGAL SERVICES TRUST FUND
BOARD OF TRUSTEES ELECTION

**TRUSTEE ELECTION NOTICE / NOMINATION
INSTRUCTIONS**

This election is to fill a vacancy on the Board of Trustees as determined by the Trust Agreement of the ASEA Legal Services Trust Fund. This election is for the five-year term to take effect July 1st of the calendar year for this designated Trustee position, as listed in the Trust Agreement. The winner of this election for Trustee is the candidate receiving the most votes cast in the election. If the top vote getters for this seat receive the same number of votes, they will draw lots to determine who is elected.

Trustee position: TRUSTEE AT LARGE, effective July 1, 2018.

The Nomination Petition, Candidate Certification, and Qualifications Statement must be postmarked by:

Date: MAY 4, 2018 (or hand-delivered by 3:00 p.m. on May 4, 2018).

Petitions, Certifications and Statements received after the above date will result in a candidate or their statement being excluded from the ballot. It is recommended that the documents listed above be sent by certified mail early enough to allow the nominee to make any necessary corrections noted by the Elections Administrator for the verification of the information submitted. Corrections will not be accepted after the above deadline. If acknowledgement of receipt of the documents is not received within ten (10) days after mailing, please contact:

Liaison Officer: Anne Phillips, Administration Office Phone: 800-325-6532, Ext. 4222
Fax: 907-561-4802 Email: ltsadmin@alaska.net

SUBMITTAL MAY BE MADE BY:

Hand Delivery: Labor Trust Services, Inc.
375 W 36th Avenue, Suite 200
Anchorage, AK 99503

Mail: Board of Trustees
ASEA Legal Services Trust Fund
PO Box 93870
Anchorage, AK 99509-3870

Facsimile: (907) 561-4802

The Elections Administrator will verify the information submitted on the documents. Following this, each candidate will have the opportunity to review a draft ballot at least 10 days before the ballots are mailed to the voters. The draft ballot may not be edited for content, but candidates may raise any objections allowed by the ballot instructions prior to the election.

ASEA LEGAL SERVICES TRUST FUND
BOARD OF TRUSTEES ELECTION, Continued

NOMINATION PETITION

Trustee responsibilities include, but are not limited to, the general fiduciary duties of receipt of employer contributions and other income and creation and administration of the Plan of benefits; administration of the Trust Fund assets solely in the interest of the participants and their beneficiaries; compliance with Internal Revenue Code and other applicable laws; payment of current benefits and reasonable and prudent expenses necessary to manage the Trust; and investment of contributions and other income not required for the payment of benefits or expenses. The Board of Trustees owes a fiduciary duty to the participants and beneficiaries of this Trust and by law, all investment decisions must comply with Internal Revenue Code and the prudent investor rule.

I state that I understand the duties and responsibilities of a Trustee and that I am a candidate for Trustee of the ASEA Legal Services Trust Fund. If elected, I am willing to serve the full five-year term. I have attached a Qualifications Statement narrative not to exceed 150 words.

I would like my name printed on the ballot as: _____

Signature: _____

Address: _____

Last 4 Numbers of Social Security Number, or Date of Birth: _____

DEADLINE FOR SUBMITTAL:

- A complete Nomination Petition must include the nominee's name and address; the Candidate Certification of their willingness to serve; and a Qualifications Statement not to exceed 150 words. The documents must be postmarked by the deadline date:

MAY 4, 2018 (or hand-delivered by 3:00 p.m. on May 4, 2018).

- If the Qualifications Statement exceeds 150 words, only the first 150 words of narrative will be included.
- The documents should be received early so that the nominee can correct any illegible or incomplete petitions before the deadline of **MAY 4, 2018**.

No material received after the deadline will be accepted.

ASEA LEGAL SERVICES TRUST FUND
BOARD OF TRUSTEES ELECTION, Continued

CANDIDATE CERTIFICATION

I, _____, state that I am the candidate of this petition for election to the Board of Trustees of ASEA Legal Service Trust Fund, and certify that:

- I am a member in good standing of ASEA/AFSCME Local 52 in the General Government Unit (GGU) as defined in the ASEA/AFSCME Local 52 Constitution, AFL-CIO, and as required by the Trust Agreement of the ASEA Legal Services Trust Fund;
- I have not have engaged in transactions on behalf of parties whose interests are or were adverse to the Plan; and
- I have never been involuntarily removed from any State Board, Committee, Union Office or Trustee position for any reason.

If elected I am willing to serve and intend to serve the full term. I am attaching my signed Nomination Petition, which outlines the duties of a Trustee, and my Qualifications Statement, which includes the disclaimer that the Trust is not responsible for the content of the Statement. I understand that if my Qualifications Statement exceeds 150 words, only the first 150 words of narrative will be included. I also understand that any use of photos, highlighting, underlining, bold print, capitals, or italics on the Qualifications Statement is not permitted.

Signature

Last 4 digits of Social Security Number, or Date of Birth

Address

Telephone Number

E-mail Address and/or Fax Number

ASEA LEGAL SERVICES TRUST FUND
BOARD OF TRUSTEES ELECTION, Continued

QUALIFICATIONS STATEMENT

_____ has been nominated for a seat on the Board of Trustees of the ASEA Legal Services Trust Fund.

This candidate has read and signed the summary of Trustee Duties contained in the Nomination Petition and has also signed the Candidate Certification form.

The following statement is a Qualifications Statement prepared by the nominee. ASEA Legal Services Trust Fund takes no responsibility for the content of the statement.

Qualifications Statement (not to exceed 150 words, to appear on the ballot)
