



P.O. Box 93870, Anchorage, Alaska 99509-3870  
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www.asealegalservices.org

June 20, 2018

TO: Members of ASEA/AFSCME Local 52  
Duty Station: City and Borough of Juneau

The Board of Trustees of the ASEA Legal Trust is announcing a vacancy on the Board due to the retirement of the Trustee from Juneau. The Board is seeking letters of interest from members of ASEA/AFSCME who are interested in filling that mid-term vacant position with an end date of July 1, 2020.

In order to be eligible to serve as a Trustee, an individual must be a member of ASEA/AFSCME Local 52 in the General Government Unit (GGU) and, in this case, her/his duty station as defined by the State must be located within the City and Borough of Juneau. 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.

Your letter of interest, Candidate Certification, and Qualifications Statement must be postmarked by:

**Date:**                    **July 11, 2018** (or hand-delivered by 3:00 p.m. on July 11, 2018).

SUBMITTAL MAY BE MADE BY:

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

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

**No material received after the deadline will be accepted.**