

# MARIN COUNTY ESTATE PLANNING COUNCIL

## MEMBERSHIP GUIDELINES

These guidelines are intended for the Board's use when considering membership. The guidelines are not intended to be hard and fast rules to be applied in all cases. Each candidate's circumstances are unique and the Board has discretion when considering each application for membership. These guidelines are subject to interpretation and change by a resolution of the Board at any time.

### **Application**

Persons applying for membership in the Council must submit: a) an Application for Membership; b) a résumé; c) a thoughtful statement describing the applicant's experience and professional activities in estate planning and/or trust administration and why the applicant believes he or she is qualified for membership; and d) nominations by two current members of the Council.

### **Membership Requirements**

#### *Estate Planning Activities*

Prospective members must be actively and professionally involved in providing estate planning and/or estate administration services to clients, including the formulation and/or implementation of estate planning strategies and techniques or, in the case of academic members, in teaching and/or scholarship. This requirement must be met regardless of the applicant's membership category. For example, in and of themselves, neither fundraising nor the sale, disposition, procurement and management of assets shall be considered estate planning strategies and techniques.

#### *Minimum Years of Experience and Residency Requirement*

The applicant should have a minimum of five (5) years experience in estate planning, as described above, and must be a resident of or doing business in Marin County.

#### *Nominations for Membership*

The nominations of two members in good standing, one of whom must have been a member for at least one year, are required on the application. Nominating members must have had sufficient historical professional contact with the applicant to assert his or her belief that the applicant meets the membership criteria.

### **Membership Categories**

The Marin County Estate Planning Council's Bylaws provide for five membership categories: (1) Accountant; (2) Attorney; (3) Financial Planner/Life Insurance Agent; (4) Trust Administrator/Investment Manager; and (5) At Large Professional

The requirements and/or definitions of each membership category are below:

**Accountants** - Must be a licensed CPA in public practice.

**Attorneys** - Must be an active member of the State Bar of California and actively engaged in the practice of law.

**Financial Planners/Life Underwriters** - Must be a Certified Financial Planner (CFP), a Chartered Life Underwriter (CLU), or a Chartered Financial Consultant (ChFC).

**Trust Administrators** - Must be employed by a state or national institution with trust powers in California (i.e., bank or trust company), or must be a private professional fiduciary, or must be a Certified Trust and Financial Advisor (CTFA), and must have interaction with clients.

**Investment Managers** – Must be a Registered Investment Advisor or hold a Series 7 registration. However, those individuals who provide investment advisory services and whose primary duty is the procurement of assets and/or portfolio management, but who are not significantly involved in the formulation and/or implementation of estate planning strategies and techniques may not be approved for membership.

**At-Large** - Members who do not fit into another membership category, but who clearly are engaged in estate planning as described above. For example, individuals who have ongoing client relationships which include being significantly involved in the formulation and/or implementation of estate planning strategies and techniques may be approved for membership in the At Large category.

### **Guest Policy**

Individuals who may be qualified for membership may attend meetings as a guest of a current member maximum of **twice per fiscal year**.

## **DUES STRUCTURE AND MEETING SCHEDULE**

Membership dues for the fiscal year of August 2008 to July 2009 are **\$200.00**, which includes the cost of meals for the five meetings generally held on the 2<sup>nd</sup> Wednesday of September, November, January, March, and May. Partial year dues are payable as follows: \$160 if admitted before the November meeting; \$120 if before the January meeting; \$80 if before the March meeting; and \$40 if before the May meeting. (Please note: Membership privileges do not extend to assignment of meals to another person, nor does failure to attend result in credit or refund of dues.)

## **MCEPC APPLICATION PROCEDURES**

Current members are encouraged to sponsor new members. To insure that the Council accepts as new members only people who are qualified and who will actively participate in the Council, the following procedures are to be followed:

1. Applicant is to complete the “APPLICATION FOR MEMBERSHIP” form, obtain the nomination of two members in good standing, and attach the required documents.
2. By nominating an applicant and signing the application, a member is asserting his or her belief that the applicant meets the membership criteria. **NOMINATORS SHOULD BE MINDFUL THAT TO QUALIFY FOR MEMBERSHIP, THE APPLICANT MUST HAVE BEEN SIGNIFICANTLY ENGAGED IN ESTATE PLANNING ACTIVITIES FOR THE REQUIRED PERIOD AND HAVE KNOWLEDGE IN THAT FIELD WHICH WILL CONTRIBUTE TO THE PURPOSES AND GOALS OF THE COUNCIL.**
3. The completed application and all attachments are to be forwarded to the Board for approval.

**Please send applications to:**

**David Raub  
Raub Brock Capital Management  
700 Larkspur Landing Circle, Suite, 240  
Larkspur, CA 94939.**

4. A Board member may contact one or both of the nominating members to discuss the Applicant’s qualifications.
5. Approval of the membership application is made by the Board of Directors. The Board usually meets the week following the general membership meeting.
6. Any questions should be directed to the officers and/or directors.

**MARIN COUNTY ESTATE PLANNING COUNCIL**  
**APPLICATION FOR MEMBERSHIP**  
2009-2010

Applicant Name \_\_\_\_\_

Occupation \_\_\_\_\_ Years in Profession \_\_\_\_\_

Employer/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name as you'd like it to appear on your nametag \_\_\_\_\_

**MEMBERSHIP CATEGORY** (see Membership Guidelines for category qualifications)

**Accountant**  **Attorney**  **Trust Administrator/Invest. Manager**

**Financial Planner/Life Underwriter**  **At-Large**

Professional licenses/certificates held \_\_\_\_\_ License # \_\_\_\_\_

Are you a member of other estate planning council(s)? \_\_\_\_\_ Where? \_\_\_\_\_

Are you significantly involved in the formulation and/or implementation of estate planning strategies and techniques? \_\_\_\_\_ How many years? \_\_\_\_\_ How much of your professional

time is involved with estate planning activities? \_\_\_\_\_% Do you reside in Marin County?

\_\_\_\_\_ Please tell us if a member encouraged you to join the Marin County Estate Planning Council, and if so, who: \_\_\_\_\_

*Please attach 1) your resume and 2) a thoughtful statement describing your experience and professional activities in estate planning and/or trust administration and why you believe you are qualified for membership. Please note that a minimum of five years experience in estate planning activities is required.*

Nomination by two current council members (Printed Names, Original or Fax Signatures, and years known):

Signature \_\_\_\_\_ Years known \_\_\_\_\_

Signature \_\_\_\_\_ Years known \_\_\_\_\_

*Fiscal year dues are applied in accordance with the schedule on page 2 and are due upon approval of membership. Refer to the Application Procedures on Page 3 for forwarding instructions and additional information.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_