

# 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 PROCEDURE

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

1. 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.

2. **Please email applications to the Board's membership director Cam Carlson at [ccarlson@carlsonhammond.net](mailto:ccarlson@carlsonhammond.net).**

3. A Board member may contact one or both of the nominating members to discuss the applicant's qualifications.

4. Approval of the membership application is made by the Board of Directors. The Board usually meets the week following the general membership meeting.

5. Any questions should be directed to the officers and/or directors.

## GUEST POLICY

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

## DUES STRUCTURE AND MEETING SCHEDULE

Membership dues for the fiscal year commencing July 1 and ending June 30 are **\$250.00**, which includes the cost of meals for the five meetings generally held on the second Wednesdays of September, November, January, March and May. Partial-year dues are payable as follows: \$200 if admitted before the November meeting; \$150 if before the January meeting; \$100 if before the March meeting; and \$50 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.)

## **MARIN COUNTY ESTATE PLANNING COUNCIL APPLICATION FOR MEMBERSHIP**

### *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. As examples, neither asset selection nor management, such as the sale, disposition, procurement and management of assets, nor mere fund-raising for charities (current or endowment) are considered estate planning strategies and techniques.

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

How many years of experience in estate planning do you have? \_\_\_\_\_

Professional licenses/certifications held \_\_\_\_\_ Lic./Cert. # \_\_\_\_\_

Membership in other estate planning councils, etc. \_\_\_\_\_

Do you reside in Marin County? \_\_\_\_\_ Do you have an office in Marin County? \_\_\_\_\_

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

**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 CATEGORIES

The Marin County Estate Planning Council's bylaws provide for eight membership categories:

(1) Accountant; (2) Attorney; (3) Investment Advisor; (4) Fiduciary; (5) Financial Planner; (6) Insurance Agent; (7) Charitable Planner; and (8) At Large Professional. The requirements and/or definitions of each membership category are below:

*Under which category are you applying? (Please choose only one)*

\_\_\_\_\_ **Accountant** - Must be a licensed CPA in public practice.

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

\_\_\_\_\_ **Investment Advisor** - Must be a Registered Investment Advisor or hold a Series 7 registration. However, 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.

\_\_\_\_\_ **Fiduciary** - 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.

\_\_\_\_\_ **Financial Planner** - Must be a Certified Financial Planner (CFP) or a Chartered Financial Consultant (ChFC).

\_\_\_\_\_ **Insurance** - Must be a Chartered Life Underwriter (CLU).

\_\_\_\_\_ **Charitable Planner** - Must have substantial educational background in law, tax, financial planning or related field, and substantial experience in advising donors/clients about the philanthropic and tax advantages of planned gifts, including bequests, life income and other split-interest gifts, and how to integrate these charitable giving techniques with their estate and financial planning.

\_\_\_\_\_ **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.

### **SPECIFIC ESTATE PLANNING ACTIVITIES**

Are you significantly involved in the formulation and/or implementation of estate planning strategies and techniques? \_\_\_\_\_

Please enter approximate % of professional time (average over the past three years) devoted to:

\_\_\_\_\_ % Federal estate and gift tax planning and compliance, including valuations.

\_\_\_\_\_ % Drafting, reviewing, advising clients re: wills, trusts and related documents.

\_\_\_\_\_ % Post-death trust or estate administration.

\_\_\_\_\_ % Litigation (incl. litigation support) of estate and trust controversies.

\_\_\_\_\_ % Teaching, writing or lecturing on estate planning topics.

\_\_\_\_\_ % Insurance planning for estate tax and liquidity.

\_\_\_\_\_ % Other (Please describe) \_\_\_\_\_

### **RESUMÉ AND STATEMENT**

Please attach 1) your résumé 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..

### **APPLICANT'S SIGNATURE**

\_\_\_\_\_ Date \_\_\_\_\_

### **NOMINATIONS FOR MEMBERSHIP**

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

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.

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 OF FIVE YEARS AND HAVE KNOWLEDGE IN THAT FIELD WHICH WILL CONTRIBUTE TO THE PURPOSES AND GOALS OF THE COUNCIL:***

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

Print Name \_\_\_\_\_

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

Print Name \_\_\_\_\_