

Basic Administrative Duties of a Trustee

(Deadline is one week prior to start date)

A fiduciary has a duty to hold the assets of an estate or trust, to administer the assets solely in the interest of the beneficiaries, and to carry out the terms of the trust. Many of the specific categories of duties that fall under these broad classifications will be discussed in this course including basic trust administration, agency relationships, guardianships, and wills and the probate process.

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| Price | \$225 Members / \$300 Non-Members |
| Course Length | 5 Weeks |
| Course Credits | AIB: 1.0; ICB : 20 CTFA (FID) |
| Prerequisites | None |
| Required Software | Adobe Acrobat Reader; Microsoft Internet Explorer Browser 7.0 or Mozilla Firefox 2.0 or higher |
| Textbook | All readings for this course are provided online. |
| Start Date/Catalog # | 3006270 August 15, 2011 3007007 December 5, 2011 3007064 April 23, 2012 3007113 August 13, 2011 |

Audience

Those employees who have recently joined the trust department in support positions, non-trust personnel within the bank who work with trust officers and trust clients, as well as employees of service providers to trust companies who want to develop a better understanding of their clients' business needs.

Learning Objectives

After successfully completing this program, you will be able to:

- Discuss a trustee's standard of performance
- Explain the basic principles of administration
- Analyze administrative duties directed internally by a trust
- Describe external factors associated with the administration of a trust
- Define the purpose of state trust statutes
- Describe an agency relationship
- Explain the forms of agencies and their features
- Explain the attributes of using a trust department as an investment manager
- Define incapacitation
- Distinguish the types of guardians and guardianships
- List the duties of an estate guardian
- Describe the newer forms of guardianships

- Compare healthcare and property directives
- Explain what a will is and contrast the differences between dying testate and dying intestate
- Describe who can establish a will, what testamentary capacity is, and how a will can be contested
- Determine how a will can be changed
- Define probate
- List the steps and timetable involved in the administration and settlement of an estate
- Define and use the terms that appear in bold in the text

