

# ROLES & RESPONSIBILITIES

## EXECUTOR

You will need to appoint one or more people to act as executor to your Will. Executors ensure instructions contained within your Will are carried out so they will need to be trustworthy and reliable. Executors will also need the time to carry out the lengthy probate process so it's helpful if they live nearby. Your Executor can still benefit from your Will and they can be your children as long as they are over 18.

## TRUSTEE

A Trustee is responsible for protecting, managing and distributing the contents of the Trust to the named beneficiaries. Trustees have legal ownership of the contents of the Trust and a duty of care to look after the assets in accordance with the Trust deed and the law.

## GUARDIAN

A Guardian is the person(s) you choose to look after and bring up your children should anything happen to you and will be responsible for your children until they are 18. Only by writing a Will do you legally appoint a Guardian to look after your children.

## ATTORNEY

An Attorney appointed under a Property & Financial Affairs LPA is responsible for making any decisions regarding your finances and property including any business you may own. They will manage any accounts you may have.

An Attorney appointed under a Health & Welfare LPA is in charge of your personal wellbeing and may be required to make decisions about where you live and what care you receive.

## WITNESS

A Witness is the person who verifies the Testator's ( the person who is making the Will ) signature on the Will and then, signs and prints their name on the Will too. In England and Wales, a Will requires the signature of a minimum of two witnesses.

## PROFESSIONAL TRUSTEE

Appointing a Professional Trustee will ensure that an unbiased approach is taken when dealing with the deceased's assets and that the Settlor's wishes are completely upheld. Consideration to the tax status, financial status and marital situation, of the intended beneficiary will also be taken into account.

## PROFESSIONAL EXECUTOR

A professional Executor removes the responsibility from family and friends, particularly the surviving spouse or civil partner. It relieves friends and relatives of the duty at a time when they will be grieving. In the event of any dispute or difficulties within a family, a professional executor can remain impartial and fair and ensure that the administration is carried out with objectivity.