



# Who Does What in an ESOP Company?

## BOARD OF DIRECTORS

### Who are they?

- Members usually include:
  - CEO
  - Key management
  - Outside directors chosen for desired expertise
- ESOP trustee can elect members

What do they do?

## MANAGEMENT

### Who are they?

- Chief Executive Officer
- Chief Financial Officer
- Chief Operating Officer
- Director of Human Resources

What do they do?

## ESOP TRUSTEE

### Who are they?

- Appointed or hired by the board of directors
- Can be an individual, board of trustees, or independent professional ESOP trustee
- If inside trustee, may be one or more officers of the company and can include non-management employees

What do they do?

## PLAN ADMINISTRATOR

What do they do?

### Who are they?

- Third party (external) administrator (TPA)
- Company HR and/or Finance team works with the TPA to oversee plan operations

## ESOP COMMITTEE

What do they do?

### Who are they?

- Usually consists of management
- In some companies, non-managers may be appointed or elected to the ESOP committee

## ESOP COMMUNICATIONS COMMITTEE

What do they do?

### Who are they?

- Members may be elected, appointed or volunteer
- Primarily composed of non-management employees



NCEO



NATIONAL CENTER FOR  
EMPLOYEE OWNERSHIP