

General Partner Roles and Responsibilities

Date: _____

This document outlines the primary roles and responsibilities of the General Partner (GP) within [Partnership/Fund Name].

1. Fund Management

- Oversee and administer day-to-day operations of the partnership/fund.
- Ensure compliance with all applicable laws, regulations, and agreements.
- Develop and implement investment strategies in line with partnership goals.

2. Investment Activities

- Source, evaluate, and select prospective investment opportunities.
- Conduct due diligence on potential investments.
- Negotiate and structure transactions.
- Monitor and manage portfolio investments.

3. Reporting and Communication

- Prepare and distribute periodic financial statements and reports to Limited Partners.
- Hold regular meetings with Limited Partners to provide updates and address concerns.
- Maintain transparent and open communication channels with all stakeholders.

4. Financial Management

- Manage the partnership's accounts, budgets, and capital calls.
- Oversee distributions, returns of capital, and allocation of profits and losses.
- Ensure accurate record-keeping and audit readiness.

5. Fiduciary Duties

- Act in the best interests of the partnership and its Limited Partners.
- Disclose any conflicts of interest as they arise.
- Maintain confidentiality of partnership affairs.

6. Other Responsibilities

- Appoint and supervise service providers as necessary.
- Manage partnership dissolution or wind-down, if required.

Signatures

General Partner Name & Signature

Date