

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 6, 2014

TO: PENSION BOARD PARTICIPANT REPRESENTATIVE AND ALTERNATE NOMINEES

FROM: KADIRA COLEY, ACTING RETIREMENT ADMINISTRATOR & ELECTION ADMINSTRATOR

SUBJECT: PERSONAL STATEMENT FOR NOMINEES TO THE CITY OF ALEXANDRIA FIREFIGHTERS AND POLICE OFFICERS PENSION BOARD

Each nominee for Participant Representative or Alternate is required to prepare a Personal Statement that will be included with the ballots sent to eligible voting participants. Attached are guidelines for preparing a statement as well as sample statements.

Personal Statements must be received by 5:00 pm on Friday, June 27, 2014. You may hand-deliver, e-mail, or mail statements to the Election Administrator at:

Kadira Coley
Acting Retirement Administrator
301 King Street – City Hall
Room 1400
Alexandria, VA 22314

Election information will be posted on the Pension website, www.alexandriava.gov/pension. Be sure to check the website to view election procedures, announcements, and updates.

I will be glad to answer any questions you have regarding the election or serving on the Board. Please e-mail kadira.coley@alexandriava.gov or call 703.746.3879.

**CITY OF ALEXANDRIA
FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN
PARTICIPANT REPRESENTATIVE & ALTERNATE NOMINEES**

GUIDELINES FOR PERSONAL STATEMENT

Personal Statements may be up to three pages long. Traditionally, Personal Statements are much shorter and the attached samples are representative of statements submitted by nominees in the past.

Statements must include the nominee's name and department.

Following are suggestions of what to include in the Personal Statement.

Nominee's qualifications:

You might want to first think about the experiences, skills, traits or characteristics a person should have to be an effective Participant Representative or Alternate. Then write in your statement about the ones you possess.

You should include any knowledge or education you have relating to finances, investments, auditing, law, and meeting procedures such as Roberts Rules of Order. Education could be formal education received from a school such as George Mason University or education acquired through self-study as well as seminars and training classes.

You might want to include any experience you have working on committees and the results of the committee's work.

Include any information that you believe is relevant such as why you would like to be a member of the Pension Board or what your top priorities are.

The statements may **not** include:

Slogans and campaign promises which an individual Board Member does not have authority to make.

Comments about other nominees.

The Election Administrator reserves the right to edit and reject inappropriate material before printing and distributing the personal statement. If you have any questions please e-mail kadira.coley@alexandriava.gov or call Kadira Coley at 703.746.3879.

**City of Alexandria
Firefighters and Police Officers Pension Board**

**Participant Representative/Alternate Nominee
Sample Personal Statements**

Board Member Candidates:

John X_____

I have more than 20 years experience in the Fire Department and currently am a Lieutenant. I have educated myself on the principles of investing and personal finance for the past ten years in order to manage the financial investments of my parents, several relatives, and myself. The investments include mutual funds, IRAs, equities, and fixed income. I have been involved with many work committees and most recently served on a building committee that succeeded in bringing changes to our work environment.

Jane Y_____

I joined the Alexandria Police Department in 1998, working in Personnel and Training and then as a sworn officer. I have a Bachelors degree in Criminal Justice from George Mason University. Prior to joining the force I spent ten years working for one of the largest financial services companies in this area. I analyzed the financial performance of the large business clients of the firm and also worked with individual clients to develop their personal investment strategies. Additionally, I was on the committee that just evaluated my condo association's finances and investments and designed a ten-year financial plan.

Dale Z_____

I have been a Police Officer for 25 years and hold the rank of Sergeant. I have been assigned to the Criminal Investigation Division and have experience in investigating financial crimes. I am familiar with the pension plan and issues related to it. I have attended most of the pension meetings over the past five years and read everything distributed on the pension plan including information on the website. I feel that I bring historical insight and perspective to any discussions or negotiations concerning the retirement plan. I am a member of the Alexandria Police Association.