

Role of Elected Trustee for the General Schedule Supplemental Pension Plan

Guidance for Nominated Candidates

Introduction

If you are an active employee contributing to the General Schedule Supplemental Pension Plan, you may apply for candidacy to become the elected member Trustee for the General Schedule Supplemental Pension Plan.

- As Trustee, you will act as a fiduciary for the Plan and have the responsibility and the power to act on behalf of members within the Plan in situations that require great trust, honesty, and loyalty.
- Members of the Prince George's County Pension Plans' Boards of Trustees, oversee and make policy decisions regarding the funding and invested assets for the County's Public Safety and Supplemental Pension Plans.
- The position of Trustee is a two-year term and service is voluntary.

Trustee Responsibilities

- Provide member representation on the Board of Trustees for the Master Trust for Comprehensive and Supplemental Pension Plans
- Attend monthly Board meetings to review performance and investment recommendations for the Plans' \$681 million investment portfolio
- Ensure sufficient assets are available to provide the benefits promised to the Plans' participants and beneficiaries
- Approve economic and demographic actuarial assumptions to determine funding status and contribution rates for the Plans
- Maintain reasonable expenses for the operation and administration of the Plans

Impact

- Preserve the wealth and health of the Plan
- Safeguard effective funding policy in accordance with provisions for the Plan to pay future benefits
- Strengthen your professional credibility and grow your professional network
- Enhance your own leadership skills by learning from others
- Make a difference

How to Apply for Trustee Nomination

- **Deliverables and Due Dates**
- **Documentation**
 - Nomination Application
 - Personal Biographical Statement
- **Examples**
 - Biographical Statement
 - Nomination Petition Email

Deliverables and Due Dates

STEP 1
Due by 12/8/2021

Complete the Nomination Application

STEP 2
Due by 12/8/2021

Complete a Biographical Statement expressing your interest and personal qualifications

STEP 3
Due by 12/17/2021

Distribute Nomination Petition: Obtain **50 electronic signatures from active members in the General Schedule Supplemental Pension Plan**

Documents and questions should be emailed to Pensions@co.pg.md.us

Nomination Application & Personal Bio

Link to Application & Personal Bio:

<https://www.princegeorgescountymd.gov/DocumentCenter/View/38470/NOMINATION-APPLICATION-AND-BIO-STMT-2021>

**NOMINATION APPLICATION
AS TRUSTEE
GENERAL SCHEDULE SUPPLEMENTAL PENSION PLAN**

I wish to be considered as a candidate for nomination to the Board of Trustees of the General Schedule Supplemental Pension Plan.

As a Trustee, I will be placed in a position of trust and confidence;

I understand that the position of Trustee is for a two (2) year term, my services are completely voluntary, and I will not receive any compensation for my service nor reimbursement for any expenses I incur;

I understand that I will have to attend regular meetings; that I will be expected to demonstrate a familiarity and understanding of the purpose and operations of the Plan documents and Trust Agreement for the General Schedule Supplemental Pension Plan; and

I understand that I will be expected to perform the functions of a Trustee to the highest ethical and fiduciary standards and will sign a Certificate of Trustee Acceptance Form.

On the next page, I have described my qualifications.

Name, Printed _____

Occupation _____ Daytime Phone _____

Home Address _____

Signature _____ Date _____

**Due by
Wednesday
12/8/2021**

**BIOGRAPHICAL DATA OR STATEMENTS
PROVIDED BY CANDIDATES FOR TRUSTEE**

If your name is placed on the ballot, it may be accompanied with biographical data, personal background or a statement by you explaining any experience, skills, training or education that will be useful as a Trustee. Please write, in less than 150 words, any information that you wish to be published:

**Due by
Wednesday
12/8/2021**

Documents and questions should be emailed to Pensions@co.pg.md.us.

Biographical Statement

Below is an example to help you draft your personal statement:

I have been an active member of the General Schedule Pension Plan for _____ years. I joined Prince George's County Government in _____ as a _____. During my tenure I have _____ and helped with _____. I am a graduate of _____ where I majored in _____. I am interested in becoming the next Trustee for the General Schedule Supplemental Pension Plan because of _____. I feel I am best qualified for this position because of _____. If I am elected as Trustee, I will do my best to _____ and I promise to _____.

Nomination Petition Email

- A link to your Nomination Petition will be provided when you return your Nomination Application.
- The link will close on **Friday, December 17, 2021**.
- You may use the email sample below to contact active members of the General Schedule Supplemental Pension Plan to obtain at least 50 electronic signatures supporting your candidacy.

Dear GS Pension Plan Member,

I wish to be considered as a candidate for nomination to the Board of Trustees of the General Schedule Supplemental Pension Plan.

If elected as Trustee for the Plan, I will have fiduciary responsibilities and the power to act on behalf of members within the Plan in situations that require great trust, honesty, and loyalty. The position of Trustee is for a two-year term. My service is voluntary and will not be compensated.

Please click on the link below to support my candidacy to be a nominee in the upcoming election.

[insert link]