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Name of Council Member

Endorsement

CONTESTED APPOINTMENTS

**Commission for Women**

(3-year term)

1 Citizen Member

\_\_\_\_\_ Alyssa Burns

\_\_\_\_\_ Lindsey Deutsch

\_\_\_\_\_ Charlotte Florance

\_\_\_\_\_ Sarah Holley

\_\_\_\_\_ Amelia Kays

\_\_\_\_\_ Emily Marge

\_\_\_\_\_ Anuja Miner

**Personal Data Record Form**

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**Profile****FOR PUBLIC INFORMATION**

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**New Applicant or Current Member**

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☒ New Applicant

Alyssa

First Name

Burns

Last Name

Email Address

**Date of Birth****Place of Birth**

---

**Home Address**

Street Address

City

Suite or Apt

State

22314

Postal Code

Primary Phone

Alternate Phone

Casimir

Employer

Clinical Research Scientist

Job Title

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Applicants may only apply for **ONE** board/commission/committee at a time.

**Which Boards would you like to apply for?**

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Commission For Women: Submitted

Alyssa Burns

## Type of Position/Role

Citizen

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## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

1 year

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

During my graduate program tenure, I had the opportunity to mentor young aspiring female scientists, on their undergraduate and graduate research projects and theses. It was in my research setting that I witnessed the uphill battle women have in a male dominated field whether it be academia or industry. I myself experienced these challenges before and tried everything as a mentor to promote diversity and encourage the next generation of researchers to step outside their box and enter into unfamiliar spaces in which they may be the 'first'. Professionally, I continue to advocate for women in STEM fields and I would like to also promote and bring awareness to woman's rights, through local policy and legislation in the community which I live and love. Being a part of the Commission for Women I will have the opportunity to shape the local community and life experiences for women in the spaces of economic, academic, health, and safety. A woman's perspective strengthens the narrative and I charge it as a personal responsibility to be a part of a team that sets a local example to promote gender equality and the empowerment of young girls and women. I would like to advocate on platforms that will enhance the ability of young girls and women to achieve their highest potential. I aspire to educate and collaborate with the community on ways we can eliminate gender disparities and related barriers.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

Alyssa Burns

If yes, please list the board:

How many terms have you served on this board?

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

Are you now paid by the City of Alexandria?

☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☒ Yes ☐ No

If yes, please explain:

My husband is a citizen member of the Human Rights Commission

**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☒ Yes ☐ No

Alyssa Burns

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

PhD Nutrition Biochemistry- 2018 Bachelor of Science Food Science and Human Nutrition- 2013  
Conference Research Presenter- 2016, 2017, 2018 Research Publications - 2016, 2017, 2018, 2019

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

RESEARCH EXPERIENCE Professionally I am a Research Scientist, in which I conduct scientific and clinical research investigations on various diseases and chronic conditions. Currently, my research focus is genetic rare diseases and investigating the patient perspective on disease burden and progression while on a pharmaceutical intervention and/or treatment. We do this by developing new outcome methods to capture and quantify change. Clinical Research Scientist 2020- Design and conduct research studies utilizing qualitative and quantitative methods Clinical Research Specialist 2019- Communication liaison that provided scientific support to clinical operations, statistical and industry management teams for all internal research activities and protocol development. Clinical Research Protocol Developer 2018- Collaborated with PI's to develop new investigator-initiated clinical research trials. Sr. Clinical Research Coordinator 2018- Coordinated and directed clinical trials. PRACTICAL EXPERIENCE Undergraduate Thesis Mentor- Supported and mentored 3 female undergraduate research interns on their honors research project and thesis. Graduate Thesis Mentor- Supported and Mentored 2 female graduate students on their research proposal, project, and thesis. Community Advocate for Nutrition Education- During my tenure at the University of Florida, I coordinated community outreach initiatives to promote health and nutrition education which focused on chronic disease awareness and prevention and quality of life.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

[REDACTED]

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**Non-Discrimination Data Supplemental Questions**

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**Personal Data Record Form****Profile****FOR PUBLIC INFORMATION**

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**New Applicant or Current Member**☒ New Applicant

Lindsey

First Name

Deutsch

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

City

Suite or Apt

State

22314

Postal Code

Primary Phone

Alternate Phone

Federal Aviation Administration

Employer

Air Traffic Controller

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time.

**Which Boards would you like to apply for?**

Commission For Women: Submitted

## Type of Position/Role

Citizen Member

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## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

Almost 2 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

### Statement of Interest/Why You Should Be Appointed

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This year my best friend was the victim of a vicious attack at the hands of her husband. She was able to escape to my house and together we went to the police. I was given a front row seat to both the legal and divorce processes. I used to believe that if you were attacked, went straight to the authorities, told the truth, and followed their guidance; that you would be represented and protected by the law. I assumed the justice system was designed to support the victim in these instances. To put it mildly, I have been disillusioned by the justice system through my experiences this year. Watching my friend rebuild the pieces of her life has been extremely eye opening for me. She's going to be just fine; she's got a huge support system and she's a nurse so she'll be able to financially support herself as well... I am extremely happy for her; but I know there are many women out there going through the same traumas without the same support. I feel a weight on my heart to do more. I have been trained as an air traffic controller to stay calm in crisis, prioritize information, make executive decisions, and stay focused and organized regardless of what life throws my way. All of these skills came to play to support my friend that night when she needed me most, and I believe I could use them again to help someone else. I may be young, but I am also passionate and dedicated to empowering women. I am on a mission to learn as much as I can about victim advocacy, gender equality, woman's issues, etc. I am planning to dedicate my life to these efforts and I believe this board would greatly expand my knowledge and impact. I hope to be given the opportunity to contribute to the Commission Of Women's future successes!

Lindsey Deutsch

**Are you currently a member of a City Board, Commission, Committee or Authority?**

☐ Yes ☐ No

**If yes, please list the board:**

**How many terms have you served on this board?**

**If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:**

**Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?**

☐ Yes ☐ No

**If yes, please state the names of the boards for which you have applied**

[Upload a Resume](#)

**Are you now paid by the City of Alexandria?**

☐ Yes ☐ No

**If yes, please state your department, job title, and describe your duties:**

**Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?**

☐ Yes ☐ No

**If yes, please explain:**

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☐ Yes ☐ No



If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

Bachelor of Science - University of Alaska Anchorage Pilot License - Private Pilot License, Instrument Rating, and Seaplane Rating Certified Professional Air Traffic Controller/Radar Certification

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Air Traffic Control Specialist - 2016-Present Studied Abroad 2015 - Germany/Unemployed UPS Flight Ops/Part Time Supervisor - 2013-2015

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

**Non-Discrimination Data Supplemental Questions**

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The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

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**New Applicant or Current Member**☒ New Applicant

Charlotte

First Name

Florance

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

City

Suite or Apt

State

22314

Postal Code

Primary Phone

Alternate Phone

U.S. Agency for International  
Development (USAID)

Employer

Senior Advisor to the  
Administrator of USAID

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time.

**Which Boards would you like to apply for?**

Commission For Women: Submitted

## Type of Position/Role

Citizen Role

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## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

3 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I am dedicated, both personally and professionally, to advancing women's empowerment. Serving on the Alexandria Commission for Women would offer me the opportunity to support and advocate for women in my own community. My work experience includes supporting programs to increase women's access to capital and financial literacy education. I have also worked for a business that supported women survivors of violence and human trafficking. I understand the unique aspects of survivor care and the importance of establishing secure employment for survivors. I would bring a unique mix of policy and business experience to the commission. I am a creative entrepreneurial self-starter, ready to jump into ongoing projects such as Alexandria's International Women's Day celebrations, Take Our Daughters and Sons to Work Day, and the Art Party, as well as initiate new efforts if needed around women's history in Alexandria. I would bring an extensive network of women's empowerment advocates to the role including business executives and community leaders.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

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Charlotte Florance

How many terms have you served on this board?

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If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

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Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

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☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

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Upload a Resume

Are you now paid by the City of Alexandria?

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☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

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Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

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☐ Yes ☒ No

If yes, please explain:

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☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

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☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

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I have a Bachelor of Arts degree in International Relations in 2009 from the University of Southern California and a Masters of Arts degree in 2011 from King's College London.

Charlotte Florance

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Senior Advisor to the U.S. Agency for International Development; where my duties include managing and coordinating the Women's Global Development and Prosperity Fund, advising Agency leadership on women's empowerment, and developing agency and U.S. Government wide programs to support and advance economic opportunities for disadvantaged women in developing countries including business and entrepreneurial skills training, increasing access to finance, and better employment opportunities. Director for Global Energy Security at the U.S. Department of Energy; where my duties included leading the Department's efforts to secure reliable energy sources, stabilize energy markets, and combat energy poverty in emerging markets, as well as advise the Department's leadership, including the Secretary of Energy on emerging trends and issues in renewable energy and oil and gas and emerging business opportunities in the global energy sector for American firms. Special Assistant at the U.S. Department of State; where my duties included supporting the Assistant Secretary of State for Africa and the U.S. Ambassador at Large to Combat Human Trafficking. While working in the Africa Bureau at the State Department, I spearheaded a campaign to enhance efforts to increase trade and investment in Africa through the establishment of business deal teams at over 50 U.S. Embassies in Africa. While working in the Office to Combat Human Trafficking I supported U.S. efforts to combat human trafficking in emerging hotspots. Chief Strategy Officer at To The Market where my duties included serving as the principal strategist for a rapidly growing start-up building ethical supply chains and market-aggregation platforms led and employed by women. I also developed business-to-business sales and corporate partnerships plans.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

[Redacted references section]

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**New Applicant or Current Member**☒ New Applicant

Sarah

First Name

Holley

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22305

Postal Code

Primary Phone

Alternate Phone

Nestle USA

Employer

Innovation & Product Marketing  
Manager

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time.

**Which Boards would you like to apply for?**

Commission For Women: Submitted

Sarah Holley

## Type of Position/Role

Citizen

---

## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

4 Years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

As a citizen of Alexandria I'd like to continue to work to eliminate discrimination and encourage equal opportunities for all women in Alexandria. Having been active on boards and non-profit organization for the past 15 years I feel I bring a fresh perspective to the commission and look forward to getting to work.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

---

How many terms have you served on this board?

---

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

---

Sarah Holley

**Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?**

☐ Yes ☐ No

**If yes, please state the names of the boards for which you have applied**

[Upload a Resume](#)

**Are you now paid by the City of Alexandria?**

☐ Yes ☐ No

**If yes, please state your department, job title, and describe your duties:**

**Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?**

☐ Yes ☐ No

**If yes, please explain:**

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☐ Yes ☐ No

**If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?**

☐ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

Master of Business Administration emphasis in Marketing, May 2012 Mason School of Business The College of William and Mary, Williamsburg, VA Bachelor of Science in Journalism emphasis in Strategic Communications May 2006 William Allen White School of Journalism and Mass Communications The University of Kansas, Lawrence, KS



**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Nestle USA Manager, Product Innovation & Marketing February 2019- Present Develop product road map for Outshine and Sweet Earth Health snacking with full PnL ownership. Set business and communication strategy for all new product launches in coordination with Masterbrand plans. Serve as commercial lead and oversaw cross-functional team to create, execute, and manage marketing plan for all new products. Responsible for managing the associate marketing manager for Outshine and Sweet Earth Healthy Snacking. ThinkFun Director, Brand Management August 2016- February 2019 Set business and communication strategy for ThinkFun and all product brands. Managed the development of new products, led the Product Launch process, and sole brand owner for ThinkFun. Oversaw cross-functional team to create, execute, and manage marketing plan for all new products. Responsible for managing the Product and Brand Management team. organicgirl Brand and Product Manager December 2012-August 2016 Responsible for brand messaging to trade partners that supported the overall brand strategy. Led ongoing business analysis and category management for fastest growing organic salad brand in North America. Researched, tested, and launched new product lines within the core business. Conceptualized and implemented on-brand internal and external programs that support the organicgirl mission. Led brand planning for sales team utilizing internal and external data.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

[REDACTED]

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The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

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**New Applicant or Current Member**☒ New Applicant

Amelia

First Name

Kays

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22302

Postal Code

Primary Phone

Alternate Phone

Marine Corps

Employer

Attorney/LtCol

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time.

**Which Boards would you like to apply for?**

Commission For Women: Submitted

Amelia Kays

## Type of Position/Role

At large member

---

## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

7 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

### Statement of Interest/Why You Should Be Appointed

I am the First Vice Regent of the John Alexander Chapter of the Daughters of the American Revolution (DAR). Last year, I coordinated with Ms. Maribel Ramos for her to present the work of The Commission for Women to my DAR Chapter. She was extremely difficult to work with and never presented or sent any materials about the Commission's work. I would like to be appointed to the Commission so that I can understand the Commission's work and become an ambassador for the Commission. I do not want anyone else to have the negative experience of the Commission that I had. Further, I am currently enrolled in Alexandria City Academy, which inspired me to apply. I am interested in working in local government when I retire from the military.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

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How many terms have you served on this board?

---

Amelia Kays

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

---

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

---

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

---

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Upload a Resume

Are you now paid by the City of Alexandria?

---

☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

---

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

---

☐ Yes ☒ No

If yes, please explain:

---

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---

☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

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☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

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B.A. in English and Philosophy from the College of Wooster (2001), J.D. from the University of Iowa College of Law (2004), LL.M. in Elder Law from the University of Kansas School of Law (2013).

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Worked as a Judge Advocate in the Marine Corps for 15 years. I have served as Chairman for the Board of Directors for Alexandria Masters Swimming, a 501(c)(7) organization; on the Leadership Team at Del Ray United Methodist Church and as the President of the Del Ray United Methodist Women; and as Secretary and First Vice Regent of the John Alexander Chapter, DAR.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

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**Date of Application**

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**New Applicant or Current Member**☒ New Applicant

Emily

First Name

Marge

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

City

Primary Phone

Suite or Apt

State

22311

Postal Code

The National Hospice and  
Palliative Care Organization

Employer

Veterans Services Associate

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time.

**Which Boards would you like to apply for?**

Commission For Women: Submitted

Emily Marge

## Type of Position/Role

CITIZEN

---

## Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

Since November 2018

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

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## Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I'm interested in joining this commission to get more involved in my local community and bringing awareness and support to my fellow women in the city. One issue that I would bring up to the commission is bringing awareness about women's health issues. I have Polycystic Ovary Syndrome at 24 years old. If my doctors and school nurses in my community back in New York knew of it, I could've been diagnosed sooner and started my wellness journey earlier. Lastly, I want to give back to the community that welcomed this girl from New York with open arms.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

Emily Marge

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

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Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

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☐ Yes ☐ No

If yes, please state the names of the boards for which you have applied

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[Upload a Resume](#)

Are you now paid by the City of Alexandria?

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☐ Yes ☐ No

If yes, please state your department, job title, and describe your duties:

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Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

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☐ Yes ☐ No

If yes, please explain:

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Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

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☐ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

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☐ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

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Patchogue Medford High School, Medford NY. Graduated 2015 SUNY The College at Brockport, Political Science B.S., Brockport, NY. Graduated 2018 The George Washington University, Legislative Affairs MPS. Graduation December 2020

Emily Marge



**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

Currently I work as Veterans Services Associate at the National Hospice and Palliative Care Organization

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**

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**Non-Discrimination Data Supplemental Questions**

By submitting this application electronically, I hereby certify that all information contained herein is true and complete and that the transaction will be subject to the Virginia Uniform Electronic Transactions Act..

**SUBMISSION OF THIS PAGE IS VOLUNTARY**

**Confidential - NOT FOR PUBLIC INFORMATION**

**Non-Discrimination Data Supplemental Questions  
For Applications to City Boards, Commissions, and Committees**

Completion of this section is **VOLUNTARY**. When completed, the section is separated and redacted from your application prior to the application's submission to City Council. **COUNCIL AND STAFF DO NOT USE THIS FORM IN DETERMINING APPOINTMENTS.** Information provided in this section is treated confidentially and the information is forwarded to the Alexandria Office on Human Rights for compilation of statistics. One responsibility of the Human Rights Commission (HRC) is to track whether the diversity in our City's population is reflected in appointments made to boards, commissions, committees and authorities; the HRC does this using only data supplied on this form. The HRC reports statistics only to Council.

The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

**Date of Application**

**Personal Data Record Form**

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**Profile****FOR PUBLIC INFORMATION**

All appointments to City Boards and Commissions are made by the City Council through the Executive Secretary for Boards and Commissions. **APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME.** Please complete this application in its entirety. Your application will be forwarded to the City Council. Fill in all applicable blanks on the form. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact the Council members and introduce themselves.

**New Applicant or Current Member**

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☒ New Applicant

Anuja

First Name

Miner

Last Name

Email Address

**Date of Birth****Place of Birth****Home Address**

Street Address

City

Primary Phone

Suite or Apt

State

22314

Postal Code

Alternate Phone

Employer

Job Title

Applicants may only apply for **ONE** board/commission/committee at a time.

**Which Boards would you like to apply for?**

Commission For Women: Submitted

## Type of Position/Role

Commissioner

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## Demographics

### Do you currently live in the City of Alexandria?

☒ Yes ☐ No

### If yes, how long?

20 years

### Have you ever attended a meeting of the Board or Commission for which you are applying?

☒ Yes ☐ No

### Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

### If yes, please explain

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## Interests & Experiences

### Statement of Interest/Why You Should Be Appointed

I have served on the commission since 2014 and have been an integral part of helping the commission achieve its mission and objective in order to eliminate gender discrimination and to encourage equal opportunity for women in all aspects of their lives. I have worked on the Salute to Women events, Vola Lawson Fundraiser, Take your Daughters & Sons to Work Day, Status of Women Report and helping with the Domestic Violence Shelter. I want to continue building on the many successes we have had. This year has been especially challenging due to Covid and would like to continue helping the under-served in my community.

### Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

### If yes, please list the board:

### How many terms have you served on this board?

2

**If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:**

I want to continue the great work that we are doing. I have had the opportunity to work with some incredible women and men in serving our community through multiple initiatives. I am also enjoying working with City Council and Friends of the Commission on our collective mission. Over the years, the Commission's efforts have focused on supporting existing City programs that focus on women, specifically: domestic violence, sexual assault and teen pregnancy. I have helped raise funds for the domestic violence shelter through the Salute to Women program that recognizes women and young girls who are making a difference in our community. (2) Providing guidance and advice to the City on relevant legislation and public policy issues. (3) Sponsoring awareness and outreach events, including the Annual Salute to Women Awards Program and Take Our Daughters and Sons to Work Day. (4) The preservation and promotion of women's history in Alexandria through the Women's History Tour and related projects. In addition, the Commission stays active on affairs within the city. Commissioners learn about and provide insight on local issues by attending Council meetings, hearings and symposia, inviting speakers to Commission meetings, and attending educational and civic programs within the City and around the region. In FY 2014, the Commission celebrated the 40th Anniversary of the formation of the Commission on the Status on Women in 1974 at the 34th Annual Salute to Women Awards Ceremony.

**Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?**

☐ Yes ☒ No

**If yes, please state the names of the boards for which you have applied**

[Upload a Resume](#)

**Are you now paid by the City of Alexandria?**

☐ Yes ☒ No

**If yes, please state your department, job title, and describe your duties:**

**Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?**

☐ Yes ☒ No

**If yes, please explain:**

**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

☒ Yes ☐ No

Anuja Miner

**If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?**

☒ Yes ☐ No

**EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):**

Bachelor's Degree - The University of Michigan Certified Association Executive Candidate (Taking exam in December, 2020) LinkedIn Learning

**SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):**

HELICOPTER ASSOCIATION INTERNATIONAL, Alexandria, VA : Director of Membership, Jan 2018 – Aug 2020 (reported to VP of Business Dev.) •Created, managed and directed membership department strategic objectives, including new marketing programs and campaigns for recruitment and retention resulting in increased membership by over 20%. •Managed \$1.5M department budget, including membership revenue forecast and reporting. •Directed the conversion to AMS, managed database team and training, and supervised data review/purging efforts of 100K plus records. •Identified and instituted new processes, procedures & guidelines for seamless membership application submission and approval. •Supervised and managed membership department coordinator, and other association teams. COUNCIL OF STATE RESTAURANT ASSOCIATIONS, Washington, DC : Executive Vice President, Jun 2016 – Dec 2017 (reported to Board of Directors) •Managed \$1M organizational budget and reported actuals, forecast and financial performance to BOD. •Created and led sponsorship drive generating a 20% increase in revenue for all conferences. •Managed and coordinated budgets for two annual conferences including venue selection, speakers and sponsors. •Created, directed and managed CSRA's Mission, Objectives & Strategic Plan. •Direct member liaison between the 50 State Restaurant Associations and the National Restaurant Association. AMERICAN BUTTER INSTITUTE, Arlington, VA (Managed by the National Milk Producers Federation): Executive Director, October 2013 – May 2016 (reported to Board of Directors) •Created, directed, and executed the association's \$1M annual marketing and promotion budget resulting in a 40-year high increase to consumer demand. •Create and directed the association's strategic goals, mission and priorities. •Appeared as the association's spokesperson on national television and print media promoting the butter industry. •Developed & moderated programming for annual conference attended by over 900+ dairy industry leaders NATIONAL MILK PRODUCERS FEDERATION, ARLINGTON, VA: Vice President, Membership Services, Jan 2012 – May 2016 (reported to President & CEO) •Obtained a \$1 billion annual return by managing \$200M program for Cooperatives Working Together by enhancing communication & member activities with oversight of auditors and accounts payable functionality. •Obtained a \$50K cost savings by streamlining efficiencies through the implementation of a new AMS. •Increased membership 200% with 100% retention by doubling cooperative and associate membership. •Promoted by the Association's President/CEO to Executive Director of the American Butter Institute. •Directed and managed the association's 35 cooperative members representing over 30,000 dairy industry farmers and leaders. •Staff liaison to the NMPF Officers & Board of Directors. Senior Director, Executive Office & Membership Services, Jan 2000 – Dec 2011 (reported to President & CEO) •Developed, managed and created new membership department activities resulting in a sustained increase in cooperative and association memberships. •Created and implemented successful membership drives by instituting new marketing strategies and enhancing participation in industry meetings and trade shows. •Staff liaison to the Board of Directors and Officers. •Created and implemented association's membership database and website enhancing marketing and programming opportunities. •Coordinated sponsorship drives, including program logistics for all annual & board meetings & events.

**REFERENCES (Please list names and addresses of four references that you have contacted and support your application).**