

# Sample Background Information Statement

The following contains three different sample background information statements. Your background information statement is part of the arbitrator disclosure report and will be provided to the parties. FINRA encourages you to provide a detailed background information statement.

You should use this sample only as a guide, and you should ensure your own statement is accurate, current, complete and comprehensive. A resume may not be substituted for the background information statement.

You should identify any industry members that you have represented or by whom you have been employed. If you are an attorney or an accountant, please provide details about the specific nature of your current practice.

Please remember you have a continuing obligation to provide FINRA with accurate, current and complete information. Please notify your regional office if there are any changes in your status or background.

## **Business and Professional**

Since 2001, I have been employed as the Executive Vice President of the Capital Markets Group of XYZ, Inc. in New York City. My responsibilities include directing all aspects of equity and bond issues for XYZ's clients. I also oversee all SEC reporting requirements. Additionally, my office generates progress reports which are used by the Chief Financial Officer in his daily financial reporting. As Executive Vice President, my special projects were aimed at developing new clients.

From 1984 to 1987, I worked for ABC Brokerage as an analyst working with pharmaceutical industry stocks. At DEIF Securities from 1987 to 1990, I made buy and sell recommendations and directed the publishing of the DEIF Securities newsletter. I was promoted at DEIF to Director of Research and Information Systems in 1990. Until 1997, I personally designed and maintained all of DEIF's quantitative computer programs used by analysts and traders. From 1997 to 2001, I was Senior Vice President at Brokerage Securities where I was the Director of the Corporate Finance Department.

I was a Captain in the U.S. Army Reserves from 1982 to 1985, and I served as a Company Commander. I received an honorable discharge in 1985.

I currently hold Series 7, 63, and 24 licenses. I am a member of the Clarksville Rotary Club and am active in the local PTA. I received a bachelor's degree in Business Administration from the University of Arkansas in 1982. I obtained an MBA in Accounting and Management Information Systems from the University of Texas in 1984.

## **Educator**

I have been a Professor of Economics at Rice University since 1992. In addition to my teaching responsibilities, I conduct research in financial market fluctuations and trends. I have published five articles in the *Journal of Economics* concerning the volatility of the market and predicting future market performance.

I was a Lecturer of Macroeconomics at California State University, Fresno, from 1982 to 1986 and a Teaching Assistant from 1980 to 1982 where I conducted classes ranging in sizes from four-student seminars to 200-student lectures. I received a research grant to study banking and finance from 1982 to 1986 during which time I compiled statistics on the financial cost of complying with the Securities Exchange Act of 1934. I served as Chief Economist at the Hastings Institute in Seattle, Washington, from 1986 to 1992 where I specialized in European Economics.

I am the author of *Macroeconomics Study Guide*, 1983; Associate Editor of *The Journal of Finance*; and the Editor of *Economics Monthly*. In 1992 I coordinated the National Organization For Women Financial Conference. I received the Faculty Excellence Award at Rice University in 1995 and in 1996, and I was presented with the Women in Business Award from the National Organization of Women.

I received a BA degree in Economics from the University of Pittsburgh in 1978 and a Ph.D. in Economics from California State University Fresno in 1982. My thesis was entitled: *Current Economic Policy: A Blueprint for Disaster*.

## **Attorney/Professional**

Since 1997, I have worked at the Smith Bank as Vice President and General Counsel. As General Counsel, I am responsible for the Litigation Department, and all cases involving allegations of securities fraud, internal labor controversies, and allegations concerning shareholder/management disputes. My responsibilities also include supervising 44 attorneys, screening cases to determine which ones can be settled and which ones must be litigated, and delegating litigation to outside law firms. In total, I am responsible to the Board of Directors for 93% of Smith Bank's litigation.

I worked for the U.S. Securities and Exchange Commission as a Senior Staff Attorney from 1980 to 1985. I litigated insider trading cases and accounting fraud cases. In 1985, I was promoted to Assistant Director of Enforcement, and I supervised 14 attorneys and 24 examiners.

From 1986 to 1987, I worked for Sherman Stein in Jersey City, New Jersey as an Associate in the Securities Department. My duties included transactional and litigation support for the equity and bond issues. My cases primarily involved representing foreign banks in administrative hearings before various U.S. banking regulatory bodies. In 1987 I was promoted to Litigation Associate. I had primary responsibility for devising takeover defenses for major investment banks and insurance companies. I remained at Sherman Stein until 1997.

My professional activities include: Panelist for the New York Bar Association's Workshop on "Mediation and Arbitration as an Alternative Forum," April 1983; Member, American Bar Association section on Litigation, Corporation, Banking and Law; Member, the Committee on Federal Regulation of Securities; and Chairperson of the Subcommittee on Broker-Dealer Misconduct. I have been a securities arbitrator for FINRA since 1990 and have sat on five panels where the issues involved employment contracts, and allegations of wrongful discharge.

I am a 1977 graduate of Yale University, and graduated from New York University School of Law in 1980.