



## Who To Go To For What

<u>Executive Team</u>		
<u>Title</u>	<u>Name</u>	<u>Areas of Responsibility</u>
<b>Board President</b>	Susan Thalken <a href="mailto:bpresident@assistanceleaguela.org">bpresident@assistanceleaguela.org</a>	<ul style="list-style-type: none"> <li>Leads League Board Meetings</li> <li>Participates in the FOLF Meetings</li> <li>Resolves Member Conflicts</li> <li>Oversees Annual Meeting and Awards</li> <li>Signs checks when CEO unavailable</li> </ul>
<b>CEO</b>	Melanie Merians <a href="mailto:mmerians@assistanceleaguela.org">mmerians@assistanceleaguela.org</a>	<ul style="list-style-type: none"> <li>Oversees all League operations, management, and staff</li> <li>Works closely with Board President to support members and administer and develop programs</li> <li>Prepares Reports for Board Meetings, Annual Meetings, etc.</li> <li>Creates Annual Report, Patrons Mailer and other collateral, etc.</li> <li>Creates and fulfills Strategic Plan</li> <li>Prepares annual budget with CFO</li> <li>Responsible for legal oversight</li> <li>Oversee all Press, PR, and community awareness - building initiatives</li> <li>Responsible for and signatory on all contracts and rental agreements</li> <li>Liaises with Finance on audit prep and taxes</li> </ul>
<b>CFO</b>	Rafe Pery <a href="mailto:rpery@assistanceleaguela.org">rpery@assistanceleaguela.org</a>	<ul style="list-style-type: none"> <li>Finance Lead for FOLF Meetings, Finance Committee Meetings</li> <li>Oversees Finance &amp; Accounting Team</li> <li>Creates Annual Budget with CEO</li> </ul>
<b>Executive Assistant</b>	Madi Jennings <a href="mailto:mjennings@assistanceleaguela.org">mjennings@assistanceleaguela.org</a>	<ul style="list-style-type: none"> <li>Administrative Support to CEO, Board President, and Board of Directors, and FOLF</li> <li>Mail Log (All monies and in-kind donation forms to Madi – Not Susan!)</li> <li>Committee Meeting Minutes, e.g., Board, Finance, FOLF, Audit</li> <li>Liaison to the students/committee and administrative support for the Scholarship Program</li> <li>Maintains Master Calendar Meetings/Reservations</li> <li>Event Support (Annual Meeting, Prom Day, FDS) and general support for members, as needed</li> </ul>

## Human Resources

<b>Title</b>	<b>Name</b>	<b>Areas of Responsibility</b>
<b>Senior Director HR</b>	Yvonne Bradshaw <a href="mailto:ybradshaw@assistancelaguella.org">ybradshaw@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Oversees all Human Relations matters: employee protections, records, insurance, job descriptions, etc.</li><li>• Main PEO contact for payroll and WC</li><li>• Main Contact and Support for the Preschool Program</li><li>• Creates monthly Staff Newsletter</li><li>• Lead for All Staff Event, Holiday Luncheons, Staff Birthdays</li><li>• Oversees League operations when CEO is out of office</li></ul>
<b>HR Manager</b>	Stephanie Newman <a href="mailto:snewman@assistancelaguella.org">snewman@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Manages Staff Records Database (PTO, Auto Insurance)</li><li>• Oversees Reception Desk</li><li>• Supports staff events (Ex. All Staff events, Staff luncheons, birthdays, etc.)</li><li>• HR Lead when Sr. HR Director in out of office</li></ul>

## Membership

<b>Title</b>	<b>Name</b>	<b>Areas of Responsibility</b>
<b>Senior Director of Membership &amp; Community Engagement</b>	Kai Tramiel <a href="mailto:ktramiel@assistancelaguella.org">ktramiel@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Liaison to all Auxiliaries for membership recruitment, retention, and engagement</li><li>• Establishes and maintains community partnerships for resources, donations, and volunteers</li><li>• Creates and/or oversees updates of Member Handbook, Application and New Member collateral, Volunteer Hours and children served Tracking, etc. Staff Liaison to Board Membership Committee</li><li>• Family Day of Service lead</li><li>• Oversees Volunteer engagement, recruitment, and management for all Leaguewide events (Ex. Gala, Family Day of Service, Prom Day)</li></ul>
<b>Membership &amp; Community Engagement Associate</b>	Paloma Pozos <a href="mailto:ppozos@assistancelaguella.org">ppozos@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Processes all Membership Applications</li><li>• Creates and updates all Volunteer Hours Forms</li><li>• Creates online credit card payment links for Auxiliary Meetings and provides regular reporting.</li><li>• Creates Signup Genius and/or Eventbrite pages</li><li>• Supports all Young Professionals Group and Family Day of Service event planning and day of event support.</li><li>• Helps administer Member Portal info</li></ul>

## Development

<u>Title</u>	<u>Name</u>	<u>Areas of Responsibility</u>
<b>Senior Director of Development &amp; Corporate Engagement</b>	Mayboll Carrasco <a href="mailto:mcarrasco@assistancelaguella.org">mcarrasco@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Oversees all Development administration: appeal mailers, database, acknowledgment letters, files</li><li>• Lead on Major Gifts and Naming Opportunities</li><li>• Lead on all Corporate outreach and partnerships</li><li>• Lead on all Corporate engagement scheduling</li><li>• Administers the Patrons Campaign</li><li>• Support for Heritage Circle's planned gifts</li></ul>
<b>Development &amp; Membership Database Manager</b>	Jela Javier <a href="mailto:jjavier@assistancelaguella.org">jjavier@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Donor Perfect Management and Training</li><li>• Provides Monthly Auxiliary Donation Reports</li><li>• Creates Donor Perfect online forms</li></ul>
<b>Grants Writer</b>	Shelly Blechman <a href="mailto:sblechman@assistancelaguella.org">sblechman@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Grants Management (research, writing, calendar, reports, acknowledgements, etc.)</li></ul>

## Facilities

<u>Title</u>	<u>Name</u>	<u>Areas of Responsibility</u>
<b>Senior Director of Facilities &amp; Office Management</b>	Denise Simon <a href="mailto:dsimon@assistancelaguella.org">dsimon@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Facilities Management for All League locations: Chapter House, PLC, Theater, FCRC, and courts</li><li>• Manages Security for all League activities</li><li>• Oversees facilities related vendors – Electrical, plumbing, landscaping, Zoom, phones, copiers, etc.</li></ul>
<b>Buildings Manager</b>	Rafael Castellanos <a href="mailto:rcastellanos@assistancelaguella.org">rcastellanos@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Facilitates Maintenance &amp; Management Support</li><li>• Main Security Support at the Preschool</li><li>• Supports Timmie at OSB Wheels</li><li>• Provides Facilities Event Support (Prom, Gala, etc.)</li><li>• Donation pick-ups and drop-offs</li></ul>
<b>Theatre House Manager And Technical Director</b>	CJ Flannigan <a href="mailto:cflannigan@assistancelaguella.org">cflannigan@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• Recommends and supports with theatre maintenance and upgrades</li><li>• Ensures theatre safety</li><li>• On-site support for NOP</li></ul>

## OSB/FCRC Operations

<u>Title</u>	<u>Name</u>	<u>Areas of Responsibility</u>
<b>Director of Operations &amp; Special Projects</b>	Jules Berg <a href="mailto:jberg@assistancelaguella.org">jberg@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• OSB Operations: inventory, ordering, warehousing</li><li>• FCRC Operations: inventory, ordering, warehousing</li><li>• Lead on OSB Wheels Days</li><li>• SharePoint Management, Training &amp; Access</li><li>• Website updates</li><li>• Backup Support for Executive Assistant/Madi</li></ul>
<b>Inventory &amp; Warehouse Specialist</b>	Timmie Clemmons <a href="mailto:tclemmons@assistancelaguella.org">tclemmons@assistancelaguella.org</a>	<ul style="list-style-type: none"><li>• OSB Warehouse Management (Orders, Restocking, etc.)</li><li>• Point Person/Liaison to OSB Wheels Chair</li><li>• Supports Rafael with Security at the Preschool</li><li>• Event Support as Needed</li></ul>

## Accounting

<b>Title</b>	<b>Name</b>	<b>Areas of Responsibility</b>
<b>Payroll &amp; Finance</b>	Arnold Rudnick <a href="mailto:arudnick@assistanceleaguella.org">arudnick@assistanceleaguella.org</a>	<ul style="list-style-type: none"><li>• Helps to oversee CRVC Program</li><li>• Audit and Tax Preparation for the League and FOLF</li><li>• Liaison to auditing firm Green, Hasson, and Janks</li><li>• Monthly financials report to each Auxiliary and Program</li><li>• CEO support on contracts and legal matters</li></ul>
<b>Accountant</b>	Susan Kovinsky <a href="mailto:skovinsky@assistanceleaguella.org">skovinsky@assistanceleaguella.org</a>	<ul style="list-style-type: none"><li>• Manages Accounts Receivable/Payable, credit cards, etc., and maintains QuickBooks database</li><li>• Approves Amazon Orders</li></ul>

## Agency Relations

<b>Title</b>	<b>Name</b>	<b>Areas of Responsibility</b>
<b>Court Referred Volunteer Center Agency Relations Manager</b>	Samantha Turner <a href="mailto:sturner@assistanceleaguella.org">sturner@assistanceleaguella.org</a>	<ul style="list-style-type: none"><li>• Leads DUI and HAM Program &amp; Classes</li><li>• Agency, volunteer, CRVC liaison</li></ul>