

Adjutant's Briefing

Bruce E. Comer

DEPARTMENT ADJUTANT

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Department Staff

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Department Staff | Introductions



Bruce Comer

Department Adjutant

8 ½ Years of Dedication

Oversight - Responsible for the overall efficient, effective, and financially sound management of all aspects of the organization.

Business Activities - Develops and maintains systems and procedures to accurately monitor all business activities. Includes the efficient utilization of all resources, compliance with National and State regulatory requirements

(i.e. Constitution/By-Laws)

Liaison - Responsible for relationships with the National Organization, Legislative branches of our Government (local, State and National)

Committees – General oversight of Department Executive Committee, Finance Committee, and Program Boards to strategically plan for, establish and implement short and long-range goals and objectives.



Jamie Hanselman

Department Assistant Adjutant

2 Months of Dedication

Office Manager – Meet with staff on regular basis, monitor duties, provide support

HR – Primary contact for staff, request, issues and complaints

Post Issues – Provides guidance and assistance

Deadlines – Monitors Deadlines for meetings, DCC, EC/FC, amendments/resolutions

Event Oversight – Provide assistance, and address issues during Department Events

Collaborate – provide opinions and suggestions, and review various projects at Dept.

Department Staff | Introductions



Rachel Castleberry

Executive Assistant

17 ½ Years of Dedication

Record Keeping – Maintain records for archive

Post Constitution & Bylaws – Communicates and corresponds with the Department Judge Advocate and Posts regarding Constitution and By-Laws updates submitted to Department Headquarters for review and approval.

Minutes – Record for Executive and Finance Committee meetings

Executive Information – Preparation and distribution of agenda and materials for Department Executive Committee meetings

Travel – Make travel arrangements and compile documents for travel-related meetings with detailed itineraries for Commander and Adjutant

Administrative – Assist with other administrative needs of Dept.



Daniel Albert

Senior Staff Accountant

1 ½ Years of Dedication

Expenses – Process and verify expense reports for officers/chairmen

Reporting – Produce financial reports requested

Financials – Manage all financial transactions including accounts receivable, accounts payable, expense management, fixed assets, general ledger entries, and deposits

HR – Research and manage employee benefits, tracking employee time and processing payroll

Department Staff | Introductions



JoAnn Collins

Membership Director

13 Years of Dedication

Processing– Process membership for Legion and SAL

Reporting – Provide statements and reporting for membership

Transmittals – Process transmittals to National

Awards – Reporting and tracking of membership awards

New Post– Prepare and distribute kits to new posts

Supplies – Fulfill requests for membership supplies and information

Customer Service – Facilitate membership questions and issues



Bekki Boarman

Programs Director

6 ½ Years of Dedication

Materials – Provide and manage program materials and manuals

EOY – Provide end of year mailings and manage CPR's

Programs – Oversee and provide support for 27 Legion Programs

Awards – Review and manage program trophies and awards

PSO – Manage registration and support for Service Office School

Administrative – Prepare Dept Roster, SAL Roster, provide stationary to officers and chairs

Department Staff | Introductions



Jennifer Cooper

Fundraising Director

11 Years of Dedication

Database— Manage fundraising databases and PROJECT: VetRelief's database

Caging — Caging donations and raffle donations, oversee fundraising vendors

Direct Mail — Oversee vendors, review and provide recommendations on provided content

Communication — Communicate via email/letters with donors, manage donor relationships, communicate with Dept heads on progress and provide feedback based on research

PROJECT: VetRelief — Oversee administrative duties, reporting, create marketing materials, maintain website and social media, resolve issues, manage caseworkers, communicate with board, provide promotional materials, serve as board secretary



Carrie Kolze

Creative Services Manager

9 Years of Dedication

Creative — Design and provide creative for all Dept needs: promo items, coins, pins, marketing materials, agendas, signs, etc

Social Media — Maintain and create content for all social media platforms

Website — Maintain and create content for Dept Website

Emblem Sales — Administrative and assist with ordering, creating/designing new products

Branding — Create and maintain consistent branding throughout Dept.

Publications — Layout and oversee Legion Link, create press releases as needed, create forms

Technology — Provide direct support with technology issues and needs at Dept and Dept events.

Department Staff | Introductions



Lois Stachelrodt

Receptionist / Emblem Sales

3 Years of Dedication

Reception— Answer and direct incoming calls, greet and direct Dept visitors and vendors

Records — Maintain records of Posts' Tax Exemption Status

Mail — Post and sort outgoing/incoming mail and faxes

Emblem Sales — Process sales and

online orders, manage inventory, provide reports as needed, resolve customer issues

Ordering— Track and order office supplies, order custom items following bidding protocol

Administrative — Assist with administrative tasks as needed



Zahra Nathoo

Event Coordinator

7 Months of Dedication

Event Coordinator — Develops all project plans for Department Convention and Fall Conference

National Convention - Coordinates Florida activities

DCC — Creates District Constitutional Conference Mailings

Administrative — Coordinates site visits for

Time and Place Committee

Roster — Maintains Department Roster

Hall Rentals — Responsible for Headquarters Hall Rental and relationships with vendors

Department Staff | Introductions



Shenicia Williams

Veteran Services Caseworker

6 Months of Dedication

Casework– Communicate with applicants, ensure correct paperwork is received, provides alternative solutions, process TFA cases under National guidelines, process PROJECT: VetRelief cases.

Assist – Assists veterans with various questions and concerns

Questions?

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