

*Secretary of the Commonwealth*

SECRETARY OF THE COMMONWEALTH



---

**OFFICE OF THE SECRETARY OF THE COMMONWEALTH**

---

Location: Office of the Secretary of the Commonwealth  
1111 East Broad Street, 4<sup>th</sup> Floor  
Richmond, Virginia 23219  
Tel. (804) 786-2441 Fax (804) 371-0017  
Internet: [www.commonwealth.virginia.gov](http://www.commonwealth.virginia.gov)

Janet Vestal Kelly .....Secretary  
Jennifer B. Aulgur..... Deputy Secretary  
Stacy Whitehouse..... Executive Assistant

In addition to managing extraditions, clemency petitions, service of process, restoration of civil rights, authenticating foreign adoption documents, certifying notary publics, handling lobbyist registration, disclosures and conflict of interest filings, one of the key functions of our office is to assist the Governor in the appointments of over 4,000 individuals to serve on Virginia's boards and commissions. All qualified and service-minded Virginians are encouraged to participate in the government of our Commonwealth by offering to serve on a board or commission, or by recommending qualified candidates.

SECRETARY OF THE COMMONWEALTH

**AUTHENTICATIONS, NOTARY AND RECEPTION OPERATIONS**

Jennifer Crown ..... Director

**CLEMENCY AND EXTRADITION DIVISION**

Patricia Tucker.....Clemency/Pardons Specialist  
Jennifer Crown .....Pardons Specialist

**COMMUNITY RELATIONS DIVISION**

Kathy Hayden ..... Director

**CONFLICT OF INTEREST DIVISION**

Margaret Sacks ..... Director

**GUBERNATORIAL APPOINTMENTS DIVISION**

Courtney Groves ..... Director

**LOBBYIST AND ORGANIZATION REGISTRATION DIVISION**

Christopher Frink..... Director

**RESTORATION OF RIGHTS DIVISION**

Candice Reid..... Director

**SERVICE OF PROCESS DIVISION**

Kari Ellis..... Director

**COUNCIL ON WOMEN**

Code Reference: § 2.2-2630

Purpose, Powers and Duties: To identify ways in which women can reach their potential and make their full contributions to society and the Commonwealth as wage earners and citizens. Recommendations are submitted to the Secretary of Health and Human Resources.

Composition: The Council shall consist of 18 members from the Commonwealth at large and one of the Governor's Secretaries as defined in § 2.2-200, ex officio with full voting privileges, all to be appointed by the Governor.

Term: Three years

Chairman: Tracy Key

Membership: **Gubernatorial Appointees**

- Camille Fleenor, Alexandria ..... term expires 6/30/14
- Bakula Dave, Chester ..... term expires 6/30/14
- Brenda Dillon Fastabend, Lynchburg ..... term expires 6/30/14
- Dawn James, Chesterfield..... term expires 6/30/14
- Leslie B. Anderson, Alexandria ..... term expires 6/30/14
- Rita Surratt, Clintwood ..... term expires 6/30/14
- Nicole K. Neily, Arlington..... term expires 6/30/14

*SECRETARY OF THE COMMONWEALTH*

Brook Tribble, Richmond ..... term expires 6/30/15  
Carey Sousa, Mechanicsville ..... term expires 6/30/15  
Ann Harbour, Manakin-Sabot..... term expires 6/30/15  
Theresa R. Preda, Richmond..... term expires 6/30/15  
Lis Bresee, McLean ..... term expires 6/30/15  
Tracy Key, Reston ..... term expires 6/30/16  
Ruth Zajur, Richmond ..... term expires 6/30/16  
Mais Abbas Abousy, Arlington ..... term expires 6/30/16  
Jeff Caruso, Fredericksburg ..... term expires 6/30/16