

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, 4th Floor
Richmond, Virginia 23219
Tel. (804) 786-2441 Fax (804) 371-0017
Internet: www.commonwealth.virginia.gov

Levar M. Stoney.....Secretary
Kelly Thomasson..... Deputy Secretary
Denise Burch..... Executive Assistant

The Secretary of the Commonwealth serves Virginians by managing extraditions, clemency petitions, restoration of civil rights, service of process, authenticating foreign adoption documents, certifying notary publics, handling lobbyist registration, disclosures and conflict of interest filings. In addition, the office assists the Governor in the appointments of over 4,000 qualified and service-minded individuals to serve on Virginia's boards and commissions.

The Secretary acts as the Governor's liaison to Virginia's Indian Tribes, as well as administrator of the Council on Women.

SECRETARY OF THE COMMONWEALTH

AUTHENTICATIONS, NOTARY AND RECEPTION OPERATIONS

Jennifer Crown..... Director
Janet Marcus Notary Specialist
Martha Olave Notary Specialist
Maria Ochoa..... Authentications Specialist
Michelle Thomas..... Authentications Specialist

CLEMENCY DIVISION

Jennifer Crown..... Pardons Specialist

CONFLICTS OF INTEREST DIVISION

Margaret D. Sacks..... Director

EXTRADITION DIVISION

Patricia Tucker Director

GUBERNATORIAL APPOINTMENTS DIVISION

Lana Westfall Director
Jennifer Sayegh Assistant Director
Katherine Waddell Special Assistant
Denise Burch..... Special Assistant

LOBBYIST AND ORGANIZATION REGISTRATION DIVISION

Christopher Frink Director

RESTORATION OF RIGHTS DIVISION

Jack Irvin..... Operations Manager
Delaney Perdue Communications Manager

SERVICE OF PROCESS DIVISION

Kari Ellis Director

SECRETARY OF THE COMMONWEALTH

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.

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**

- Meta Braymer, Richmond..... term expires 6/30/15
- Elisabeth Bresee, McLean term expires 6/30/15
- Ann C. Harbour, Manakin Sabot term expires 6/30/15
- Teresa Preda, Richmond term expires 6/30/15
- Mais Abbas Abousy, Arlington term expires 6/30/16
- Jeff Caruso, Fredericksburg term expires 6/30/16
- Julie E. Coggsdale, Midlothian term expires 6/30/16
- Tracy Key, Reston term expires 6/30/16
- Brook Whitfield Tribble, Richmond term expires 6/30/16
- Olivia Gans Turner, Fairfax term expires 6/30/16
- Ruth Zajur, Richmond term expires 6/30/16
- Lashrecse D. Aird, Petersburg term expires 6/30/17
- Carol Rick Gibbons, Midlothian term expires 6/30/17
- Meredith Johnson Harbach, Richmond term expires 6/30/17
- Sally A. Mullikin, Richmond term expires 6/30/17
- Marcia Simone Price, Newport News term expires 6/30/17
- Susan Johnston Rowland, Chesapeake..... term expires 6/30/17
- Rita Surratt, Clintwood term expires 6/30/17