

## Headquarters Staff

Contact headquarters personnel located at 1001 Pat Booker Rd, Suite 101, Universal City, TX 78148-4147. Office hours are Monday - Friday 8 a.m. to 5 p.m., Central Standard Time, Phone: (210) 659-2112, Fax: (210) 659-1212

### **Executive Director: Nicole Rogers**

avahq@ava.org

Directs headquarters daily operations (for now), fundraising and sponsorship development, marketing, website development, membership communications, NEC administrative functions and communications, financial management, information systems, human resource management, international (IVV) reporting and communications, and guarantees overall effective administrative / operational stewardship of AVA. In addition, ED is required to be visionary leader that is strategically bound to meet AVA's mission beyond the daily HQ activities.

### **Financial Director: Candace Purcell**

candy@ava.org

Handles all financial accounting and accounting / administrative service vendor accounts. Also aids in human resource management and communication with NEC Treasurer. Club tax issues, IRS issues, audit, club consignments, club and individual accounting / invoice / statement issues over site.

### **Accounts Receivable Specialist: Kevin Davis**

kevin@ava.org

Handles club, individual and membership invoicing. Online Merchandise Store research. Merchandise invoicing from incoming mail / fax / email / online store ordering from clubs / individuals. Club supply requests, club invoice/statement research, shipping status research.

### **Events Coordinator: Kelly Scott**

kelly@ava.org

Handles event management and collection of financial reports. Researches club electronic reporting issues, event stamps, event insurance. Initiates paid club websites on AVA server. Sanctioning issues (club should contact Regional Director first).

### **Awards Coordinator: Karen Winkle**

karen@ava.org

Handles awards processing, membership database, and physical shipping. Processes Special Event Program books that are sold direct from headquarters. Mailing of requested Recognition Awards for Regional Directors. Girl Scout and Master Program processing. Entering of national membership and mailing of renewal notices.

### **Executive Assistant: Linda Rebmann**

linda@ava.org

Aids in general executive (Executive Director and Financial Director) administrative tasks, website maintenance, and general reception. Prepares draft of *Checkpoint* monthly newsletter. Maintains paid commercial and club advertisement contracts for *The American Wanderer* newspaper. Maintains paid AVA commercial web link advertising contracts and postings. Gathers report on AVA member necrology. Club Anniversary notifications / letters / ribbons. Maintains listing of *Starting Point* changes that are posted to the AVA website.