

**American Legion Riders-Department of California  
Leadership Emergency Succession Plan  
2025-2026**

The following leadership emergency succession plan was written by Mike Brownell, American Legion Riders-Department of California, Executive ADHOC-By-Law Committee member. This comprehensive plan may be edited and updated at any time.

**OBJECTIVE**

The Director position within the American Legion Riders-Department of California is a central element in the organization's success. Therefore, ensuring the functions of the Director are well understood and shared among the Department's leadership is important for safeguarding the organization during unplanned and unexpected change. This type of risk management is equally helpful in facilitating a smooth leadership transition when it is predictable and planned.

**PURPOSE**

This document outlines a leadership emergency succession plan for the American Legion Riders-Department of California. The purpose of this plan is to ensure the organization's leadership has adequate information and a strategy to effectively manage the American Legion Riders-Department of California in the event the Director is unable to fulfill their duties.

**DEFINITIONS**

- A temporary absence is one in which it is expected the Department Director will return once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly.
- A temporary absence is 30-days or less.
- A temporary short-term absence is between 30 and 90 days.
- A long-term absence is 91 days or more.

**PRIORITY FUNCTIONS OF THE DEPARTMENT DIRECTOR**

The Department Director shall preside at all Executive Committee Meetings and shall preside at the Annual Department Convention. The Director will be the Chief Executive Officer of the Department and shall bear ultimate responsibility. To this end, the Director will make all appointments as permitted by the Department Bylaws and approved by the Department Executive Committee. The Director shall be in attendance at Committee and Commission meetings. The Director shall represent the Department of California at various events. The Vice-Director or other Department Officers may fill-in in their absence.

**IMPLEMENTATION**

The Director authorizes the American Legion Riders-Department Executive Committee to implement the terms of this emergency succession plan in the event of a planned/unplanned temporary or short-term absence.

- If possible, it is the responsibility of the Director to inform the American Legion Riders-Department Executive Committee of the planned/unplanned temporary or short-term absence.
- It is the responsibility of the Vice-Director to immediately inform the American Legion-Department of California Commander and Commissioner of the American Legion Riders program of the nature and duration of the expected absence and plan accordingly.
- As soon as feasible, following notification of a planned or unplanned temporary or short-term absence, the Vice Director shall convene a Department Executive Committee meeting to affirm the procedures prescribed in this plan, or modify them if needed, which will be ratified by the voting membership of the American Legion Riders, Department of California Executive Committee by vote.

### **SUCCESSION PLAN FOR A TEMPORARY, PLANNED OR UNPLANNED ABSENCE SHORT-TERM**

Based on the anticipated duration of the absence, the expected return date, and accessibility of the current Department Director, the Department Executive Committee shall appoint an Acting Department Director, as well as implementing a temporary staffing strategy.

### **SUCCESSION TO THE POSITION OF ACTING DEPARTMENT DIRECTOR**

If the anticipated absence of the Department Director is less than 90 days, the absence may be considered temporary. Under these circumstances, the Department Executive Committee shall appoint an Acting Department Director, as well as implement a temporary staffing strategy to backfill residual vacated positions.

- VICE DIRECTOR - The First position in line to be Acting Department Director shall be the current Department Vice Director.
- SERGEANT AT ARMS - The Second position in line shall be the Department Sergeant at Arms.
- AREA VICE DIRECTOR - The Third position in line shall be at the level of Area Vice-Director as determined and approved by the Department Executive Committee.
- Any Department positions affected or temporarily vacated by this succession plan shall be temporarily filled first with designated and previously appointed Assistants, or Alternates such as an Assistant Sergeant at Arms, an Alternate Area Vice Director, etc. Each of these appointments shall be approved by the Department Executive Committee.

### **AUTHORITY AND RESTRICTIONS OF THE ACTING DEPARTMENT DIRECTOR**

- The Acting Department Director shall have full authority for the day-to-day decision making and independent action as the Elected Department Director.
- The Department Executive Committee shall be alert to the special support needs and oversight of the Acting Department Director in this temporary role and shall continue to meet monthly.

## COMMUNICATIONS PLANS

As soon as practical, the Acting Department Director and the Department Executive Committee shall meet to develop and implement a communications plan including the kind of information that will be shared and with whom regarding the initiation of this succession plan.

- Within 5 business days, the Department Executive Committee shall distribute a memorandum informing stakeholders of the American Legion Riders-Department of California of the leadership change including general information and/or circumstances. This information shall be placed on the Department's official web-site and emailed to all members.
- The following chart identifies current officers and their contact information of the American Legion-Department of California and the American Legion Riders-Department of California for whom the memorandum shall be distributed.

### AMERICAN LEGION RIDERS-DEPARTMENT EXECUTIVE COMMITTEE

<b>Title</b>	<b>Name</b>	<b>E-Mail</b>
<b><u>Elected Officers</u></b>		
Director	Ralph Wenzinger	<a href="mailto:alrdocdirector@gmail.com">alrdocdirector@gmail.com</a>
Vice Director	Jeff Carson	<a href="mailto:alrdocvicedirector@gmail.com">alrdocvicedirector@gmail.com</a>
Sergeant-At-Arms	Gustie Compton	<a href="mailto:alrdocsaa@gmail.com">alrdocsaa@gmail.com</a>
Area 1 Vice Director	Martin Glenn	<a href="mailto:alrdocarea1@gmail.com">alrdocarea1@gmail.com</a>
Area 2 Vice Director	Pete Torcillas	<a href="mailto:alrdocarea2@gmail.com">alrdocarea2@gmail.com</a>
Area 3 Vice Director	Mike Phillips	<a href="mailto:alrdocarea3@gmail.com">alrdocarea3@gmail.com</a>
Area 4 Vice Director	Milan Morgan	<a href="mailto:alrdocarea4@gmail.com">alrdocarea4@gmail.com</a>
Area 5 Vice Director	Edmund Arguello	<a href="mailto:alrdocarea5@gmail.com">alrdocarea5@gmail.com</a>
Area 6 Vice Director	Cristina Molina	<a href="mailto:alrdocarea6@gmail.com">alrdocarea6@gmail.com</a>
<b><u>Appointed Officers</u></b>		
Secretary	Debbie Proffitt	<a href="mailto:alrdocsecretary@gmail.com">alrdocsecretary@gmail.com</a>
Treasurer	Debbie Proffitt	<a href="mailto:alrcadoctreasurer@gmail.com">alrcadoctreasurer@gmail.com</a>
Chaplain	Robert Lassotovich	<a href="mailto:alrdocchaplain@gmail.com">alrdocchaplain@gmail.com</a>
Judge Advocate	Tom Lively	<a href="mailto:alrdocja@gmail.com">alrdocja@gmail.com</a>
Service Officer	Vacant	<a href="mailto:alrdocserviceofficer@gmail.com">alrdocserviceofficer@gmail.com</a>
Safety Officer	Andrew Trapani	<a href="mailto:alrdocsafety@gmail.com">alrdocsafety@gmail.com</a>
Quartermaster	Mike Phillips	<a href="mailto:alrdocquartermaster@gmail.com">alrdocquartermaster@gmail.com</a>
Junior Past President	Mike Smith	<a href="mailto:alrdocjrpastpresident@gmail.com">alrdocjrpastpresident@gmail.com</a>
Membership	Rochelle Billet-Smith	<a href="mailto:alrdocmembership@gmail.com">alrdocmembership@gmail.com</a>
Historian	Louisa Carson	<a href="mailto:alrdochistorian@gmail.com">alrdochistorian@gmail.com</a>
Parliamentarian	Mick Sobczak	<a href="mailto:alrdocrobertsrules@gmail.com">alrdocrobertsrules@gmail.com</a>
Webmaster	Joseph Peterson	<a href="mailto:alrdocwebmaster@gmail.com">alrdocwebmaster@gmail.com</a>

### AMERICAN LEGION RIDERS – COMMISSION

Area 1 & Chair: Bob Perryman

[alrcommission@calegion.org](mailto:alrcommission@calegion.org)

## **AMERICAN LEGION RIDERS – COMMISSION (continued)**

Area 2: Ignacio Alvarez	<a href="mailto:alrcommission@calegion.org">alrcommission@calegion.org</a>
Area 3: Steve Nance	<a href="mailto:alrcommission@calegion.org">alrcommission@calegion.org</a>
Area 4: Brian Toal	<a href="mailto:alrcommission@calegion.org">alrcommission@calegion.org</a>
Area 5: Vacant	<a href="mailto:alrcommission@calegion.org">alrcommission@calegion.org</a>
Area 6: Vacant	<a href="mailto:alrcommission@calegion.org">alrcommission@calegion.org</a>
Tech Advisor: James Adames	<a href="mailto:adamesj2002@yahoo.com">adamesj2002@yahoo.com</a>

## **AMERICAN LEGION – DEPARTMENT OF CALIFORNIA**

<b>Title</b>	<b>Name</b>	<b>E-Mail</b>
Commander	David Brambila	<a href="mailto:commander@calegion.org">commander@calegion.org</a>
Adjutant	Sam Flores	<a href="mailto:adjutant@calegion.org">adjutant@calegion.org</a>
Judge Advocate	Joseph Fenton	<a href="mailto:ja@calegion.org">ja@calegion.org</a>
Chaplain	Kathy Cash	<a href="mailto:chaplain@calegion.org">chaplain@calegion.org</a>
Historian		<a href="mailto:historian@calegion.org">historian@calegion.org</a>
Parliamentarian	Diane DeVries	<a href="mailto:parliamentarian@calegion.org">parliamentarian@calegion.org</a>
Service Officer	Matthew Jackson	<a href="mailto:dso@calegion.org">dso@calegion.org</a>
Sergeant At Arms	Gene Hamill	<a href="mailto:sergeant@calegion.org">sergeant@calegion.org</a>
NEC	Jere Romano	<a href="mailto:nec@calegion.org">nec@calegion.org</a>
Alternative NEC	Eric Measles	<a href="mailto:altnec@calegion.org">altnec@calegion.org</a>
Jr. Past Commander	Nick Rosa	<a href="mailto:juniorpc@calegion.org">juniorpc@calegion.org</a>
Membership Director	JR Duarte	<a href="mailto:membership@calegion.org">membership@calegion.org</a>

### **SUCCESSION TO THE POSITION OF DEPARTMENT DIRECTOR PERMANENT**

If the anticipated absence of the Department Director is more than 90 days, the absence shall be considered permanent. Under these circumstances, procedures, and conditions to be followed shall be the same as for temporary short-term absence with the following addition.

- Pursuant to American Legion Riders-Department of California 2021 By-laws Article VIII – Administration, Section 17. A vacancy in an elective office of the Department, whether such vacancy occurs through death, or inability to act of the Department officer, shall be filled by the Department Executive Committee. The Department Director, or in the event of a vacancy in that office, the Department Secretary shall summon the Department Executive Committee to elect a successor to fill such vacancy for the balance of said term.

### **APPROVALS AND MAINTENANCE OF RECORD**

- This emergency succession plan shall be approved initially by the Department Constitution and By-laws Committee.

- Thereafter, annually, the Department Constitution and By-laws Committee shall review the plan and recommend amendments to the Department Executive Committee and update contact information of stakeholders identified within this plan.
- A copy of this plan shall be maintained by each member of the Department Executive Committee and made available to the general membership.