Nominations for Officers and Committees **2018**

**Nominations must be from a paid member of the Alabama Locksmith Association in good standing with the AESBL Licensing Board. Please list name and company.**

 **You may e-mail to** [**www.locksmithala@gmail.com**](http://www.locksmithala@gmail.com)

**or mail to**

**Alabama Locksmith Association**

**1607 Martin Street South**

**Suite 8**

**Pell City, AL 35128**

**Chairman:** The chairman will be expected to attend all State Board meetings and direct association meetings. Keep up to date on all changes to rules, laws or attentive law changes.

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**1st Co-Chairman:** The co-chairman will be expected to be located in another part of the state from the chairman and attend to any business in their location that the chairman cannot. Also, they will be expected to oversee any meeting the chairman cannot attend. Will take chairman’s place if he resigns for any reason.

**2nd Co-Chairman:** The 2nd co-chairman also needs to be in another part of the state from the chairman and co-chairman and attend to any business in their location that the chairman cannot. Also, they will be expected to oversee any meeting the chairman cannot attend.

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**Secretary:** Record the proceedings of all meetings of the ALA. Distribute a copy of the board minutes to the board members within thirty (30) days and keep up to date copies for future reference. Have custody of all books and papers except those specifically assigned to other officers and chairmen. Help the other board members anyway needed.

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**Treasure:** Oversee all ALA money accounts. Keep an accurate account of all moneys received and disbursed; Disburse money for approved budgeted items upon receipt of invoice or other documentation from the member responsible for the budget item. Provide information for the filing of all ALA tax and accounts forms on time. Prepare a financial statement for ALA meetings

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**Sergeant-at-Arms:** Ensure attendance of restricted meetings is limited to ALA members in good standing; Ensure peace and security at all ALA meetings; Perform other duties as directed by the board.

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**Committees:** Committees are very much needed for any association to grow. Spouses of licensed locksmiths or employees along with licensed locksmiths can be of so much help to the association in so many areas. Please think of any talent you or someone else has and volunteer to help. Thanks

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**Web Site:** Help maintain and make changes to web site as needed

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**Trade Show:** Need help with making up forms, calling people, checking people in at the show, checking on vendors and classes at show, running our booth at show, **and taking pictures** and helping in any way needed. PLEASE HELP!! The show cannot be put together by one person. We will need one committee head for this and lots more to help.

**Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Helper:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Membership:** Make membership forms each year. Make and send out membership certificates and ID. Make phone calls to members that have not paid.

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**Newsletter:** Need someone that wants to put together our quarterly newsletter with information provided by other board membership. Mailing cost will be reimbursed and e-mailing is encouraged. You will be helped getting started and ideas are welcomed.

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[**Parliamentarian**](http://texaslocksmiths.wordpress.com/board-of-directors-2/parliamentarian/)**:** Need someone that can help keep up with law changes that will affect locksmithing rules and laws. ALOA needs to be checked weekly for any updates they have.

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 Other ideas for Committees needed