

**PRESIDENT:**

The President shall enforce the constitution and by-laws and rules of the association, orders of the board of directors, and directives and mandates of the annual conventions.

He/she shall preside at conventions and at meetings of the board.

He/she shall, with the secretary and treasurer, sign all bank drafts authorized by the board.

He/she prior to the end of the association year, require an audit of the accounts of the association by an accounting firm designated by the board, and report the results in writing to the board and the members.

He/she shall assist the board in filling any vacancy in elective office by recommending a member to be appointed.

He/she have the right to examine the books, records, and documents of any office or committee of the Oklahoma Master Locksmith Association at any time.

He/she shall perform such other duties as are pertinent to his/her office.

**VICE PRESIDENT:**

The vice president shall, when called upon assist the president, and shall discharge those duties specifically delegated to he/she by the president of the board.

In the absence or disability of the president, the president shall discharge his/her duties.

He/she shall along with the president help, initiate the contract with the motels for the exhibit space.

He/she shall make a lay-out of the exhibit floor, showing booths, isles, entrances and exits, plus contract with decorating company to install table covers, skirts, back drops, and booth dividers.

He/she shall sell booth space using pre-registration agreements at previous show at discount prices for next year's show.

He/she shall send contracts to paid-up exhibitor, showing company name, address, phone number, prices, date, and rules, point of contact on all pre-show shipments of the merchandise.

He/she shall transfer all funds collected to the secretary and present all bills to the secretary for payment.

He/she shall work with the sergeant-at-arms, to set up security for the shows.

He/she shall work with committee on door prizes. sell booth space to all companies associated with locksmiths.

**SECRETARY:**

The secretary shall keep a correct record of proceedings of convention, board meetings, and other official meeting and shall distribute copies of the minutes of all such meetings to each member of the board.

He/she shall, under the direction of the president and the board, conduct official correspondence, issue all necessary orders and reports and keep a file of same; sign all communications, receipts, certificates, attest documents, keep record of all membership, sign all membership cards, receive all applications for membership, and perform such other duties as are usual to his/her office, or as required by the board.

He/she shall prepare a list of member in good standing. The list shall be updated during the election year. Each member will have a file made on him/her. This file will be kept updated at all times.

He/she shall keep a record of all items manufactured or otherwise acquired for sale to member with their cost. When an item is sold he/she shall issue a receipt to purchaser and keep a duplicate receipt for the Oklahoma Master Locksmith Association file.

He/she shall, on forms provided, show a complete record of all funds transmitted to the Treasurer for deposit in OMLA bank account. This record will show identification of payer(s), issuing bank(s), amount(s), check number(s), and purpose of payment(s).

All matter of Association membership shall be handled by the OMLA secretary.

**TREASURER:**

The treasurer shall receive all monies from the secretary, issuing to him/her a receipt for monies received.

He/she shall immediately after receiving any OMLA money deposit it in the OMLA bank account.

He/she shall be responsible for the preparation of all tax forms for the OMLA association (if need to be prepared).

He/she shall pay all lawful bills of the OMLA association as directed by the board, thru the secretary.

He/she shall disburse such other funds as the board may direct for the OMLA association.

**SERGEANT-AT-ARMS:**

The sergeant-at-arms is to keep peace and order at all meetings and classes.

He/she shall ensure the security at all times.

He/she shall be in charge of the OMLA video library, having a complete list for the newsletter and the video tapes ate available at all OMLA business meetings and functions of OMLA where the members can check-out the tapes.

**EDITOR:**

He/she will prepare and publish the bulletin monthly, and ensure that all news and advertising is complied and reported to all members in timely manner.

**EDUCATION CHAIRMAN:**

He/she shall arrange for, set dates and set locations for classes in conjunction with the OMLA president and the board of directors.

He/she shall keep members informed about new classes being scheduled, communicate with members to see what classes they desire.

He/she shall initiate contracts with each instructor on all classes, determine instructors fees and expenses, class size limits, audio-visual requirements, determine classroom and lodging requirements as well as who will make hotel lodging requirements.

He/she communicate with the OMLA board of directors with information of costs so class fees can be determined. Obtain class descriptions, instructor biographies, class fees, and other class requirements.

He/she shall compile and forward information to the newsletter editor for publication to promote the classes. Verify that audio-visual materials are arranged for and available at the time of the classes.

He/she shall have frequent contact with the secretary regarding pre-registration numbers.

He/she shall contact the instructor with these numbers two to three weeks before the classes and again within about a week of the classes, or as requested by the instructor.

He/she shall obtain students names, have all certificates printed and ready for the instructor's signature and

**EDUCATION CHAIRMAN: continued**

distribution at the classes. Prepare extra certificates for the last minute enrollments.

He/she shall assure that the instructor's requirements for lodging, transportation, etc. are arranged. Make arrangements for the instructor of the class, at the beginning of each class.

He/she shall be available to make the arrangements for someone to be available at the end of the class in case of further questions.

He/she shall coordinate with the OMLA secretary and the treasurer, that the instructor does receive his check upon completion of the class.

He/she shall see that all classes should be arranged as far in advance as possible. The best frame is to have at least one (1) year of classes on the schedule at a time.