

**L
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**Membership
Directory
2010**

L.E.I.R.A.

Law Enforcement Information and Records Association

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Lynette Brown
Jo Williams
Jennifer Perry
Elaine Hale
Diane Fossett
Deborah Collinsworth
Bill McAllister
Rose Clowers
Susan Mullen
Berta Fuentes Espiga
Bonnie Berndt
Duane Ungurs
Gail Behrens
Kristin Young
Rebecca Bringham
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Active Bev Arens

Lifetime Members

Barbara Bader

Melvin Caylor Sr

Judy deMello

Gretchen Dolan

Kandi Eldridge

Kathy Elliott

AJ Johnson

Jeanne Johnson-Jacobs

Nancy Lingel

Steven Perry

Ron Peterson

Sabine Riggins

Deanne Rodgers-Orr

Joan Smith

Julie Stuvland

Rose Marie Ulmer

Liz Zenonian

COMMITTEES

L.E.I.R.A.'s continued success depends on active involvement by all members. Please consider joining and participating in one of the following committees.

- * Archivist / Librarian
- * By-Laws
- * Conference Committee
- * Forms Committee
- * Legislative Committee
- * Membership Committee
- * Memorabilia Committee
- * Publication Committee
- * Regional Training Committee
- * Training Committee

ARCHIVIST / LIBRARIAN: The duties of the committee shall be to maintain all official documents of the organization and photographs taken during official L.E.I.R.A. functions.

BY-LAWS: The duties of the committee shall be to make and evaluate suggestions for amendments or revisions of each of the articles and submit same to the Executive Board for approval. The By-Laws Committee shall be responsible for the distribution of the approved proposed changes to the membership of LEIRA not less than 30 days prior to the next General Business Meeting of the Association. In addition, the Committee shall report to the membership of the Association during the General Business Meeting of the Training Conference, and to maintain and amend as necessary the original by-laws document.

CONFERENCE: The duties of the committee shall be to assist in recruiting future conference sites and assist conference groups as needed to prepare for conferences. The committee shall also maintain and update as needed the "L.E.I.R.A. Conference Guidebook".

FORMS: The duties of the committee shall be to review on request of the Executive Board the possible creation, modification and standardization of law enforcement records forms and gather information pertinent to L.E.I.R.A. The forms committee shall maintain a library of resource forms.

LEGISLATIVE: The duties of the committee shall be to work with the Liaison Officer (Ex-Officio) in making recommendations to and receive input from WASPC on information and records systems related to legislation; receive proposed legislation which is pertinent to the Association; provide a source of information to the Association members on matters of legislation; and to coordinate the efforts of the Association with the Legislative Liaison Committee of WASPC in its attempts to influence the course of legislation pertaining to criminal justice information and records management. Proposals to amend/modify pending or existing statutes or for new legislation, will be presented to the WASPC Legislative Liaison Committee for their concurrence and presentation to the Legislature.

MEMBERSHIP: The duties of the committee shall be to maintain a current mailing list of all L.E.I.R.A members. The committee is responsible to invoice agencies each year and to follow-up with agencies who fail to renew membership promptly. It is the goal of the committee to bill agencies during the month of December for payment in the first quarter of the following year. The committee shall provide each new member of the organization with a L.E.I.R.A. pin and current By-Law publication. The committee is also responsible for yearly publication of the Membership Booklet and distribution to the membership at the Spring Training Conference. At least once each year, an effort will be made to contact non-member agencies to encourage membership.

MEMORABILIA: The duties of the committee shall be to provide an inventory of items imprinted with the L.E.I.R.A. logo which will be sold to promote L.E.I.R.A. as an organization. The committee shall be responsible to maintain accurate records of items purchased and sold and receipt monies to the L.E.I.R.A. Treasurer.

PUBLICATION: The duties of the committee shall be to document in publication form all suggestions forwarded by all standing committees; provide documented overviews of training covered at the training conferences; provide in publication form a network for sharing information, opening channels of communication to draw upon knowledge, ability, technology and resources readily available; maintain a chronological listing of all publications issued the Association with original copies forwarded to the LEIRA Archivist.

REGIONAL TRAINING: The duties of the committee shall be to recruit Regional Training Coordinators for each designated region. The committee shall work to develop and provide regional training specific to the needs of the agencies contained in each respective region and to provide a resource to address other regional concerns.

TRAINING: The Training Committee in co-operation with the Conference Committee shall submit a training agenda prior to its publication to the Executive Board for approval. The Training Committee shall report to the membership of the association during the General Business Meeting of the Training Conference; and to maintain records of all training addressed through the Association.

EXECUTIVE BOARD

Positions on the Executive Board may be filled from Active Members of the organization. Active Members are encouraged to participate by serving on the Board. Elections are held each year at the Fall Training Conference.

L.E.I.R.A. Executive Board Officer Responsibilities

PRESIDENT: Elected to a one (1) year term of office.

- Attend all meetings of the Association and Executive Board.
- Presides at Associations and Board Meetings.
- Presides at Annual Conferences.
- Schedules Executive Board Meetings and General Business Meetings as outlined in the By-Laws with proper notification given in accordance with By-Law guidelines.
- Appoints Ex-officio Members and Chairpersons of all standing and ad hoc committees.
- Perform all other duties normally incident to the office of President.
- President may delegate any of the above duties when deemed necessary or expedient to do so.

FIRST VICE PRESIDENT: Elected to a one (1) year term of office.

- Performs all duties of the President in their absence.
- Attend all meetings of the Association and Board of Directors.
- Maintain and amend job responsibilities of the Executive Board.
- Responsible to update the Standing Rules and forward same to the By-Law Chair for inclusion in the next publication of the By-Law publication and forward same to the Archivist.
- Perform other duties as designated by the President.

SECOND VICE PRESIDENT: Elected to a one (1) year term of office.

- Performs all duties of the President in the concurrent absence of the President and First Vice-President.
- Attend all meetings of the Association and Board of Directors.
- Assist Treasurer of the Organization to maintain a current inventory of all equipment belonging to L.E.I.R.A. Inventory to be completed once each fiscal year, no later than September 1. Determine all equipment so inventoried is appropriately labeled as property of the organization. (EB 01-23-97)
- Receives nominations of Outstanding Achievement Award(s). (SR 20)
- Maintain and amend job responsibilities of Committee Chairpersons.
- Perform other duties as designated by the President.

SECRETARY: Elected to a one (1) year term of office.

- Attend all meetings of the Association and Executive Board.
- Prepare and respond to correspondence of the Association.
- Serve as Secretary to the Executive Board.
- Record, prepare and distribute minutes of the Association Meeting and forward same to the archivist.
- Maintain an accurate list of the current membership.
- Store and distribute L.E.I.R.A. letterhead and envelopes. (SR 19)
- Perform other duties as designated by the President.

TREASURER: Elected to a two (2) year term of office.

- Attend all meetings of the Association and Executive Board.
- Collect and receive all monies from dues and other sources. Pay all accounts established by the Association and Executive Board.
- Provide bond or security sufficient to cover amounts in his/her custody.
- Maintain accurate and verifiable records of all accounts established and maintained by the Association.
- Open all books and records of account and expenditures for inspection as directed by the Executive Board.
- Assist Second Vice-President of the Organization to maintain a current inventory of all equipment belonging to L.E.I.R.A. Inventory to be completed once each fiscal year, no later than September 1st. All inventoried equipment shall be labeled designating it as property of the organization. (EB 01-23-97)
- Render a full written report of all monies received and disbursed at each Association Meeting.
- Deliver promptly all books, records, and other property of the Association to a successor in office or to whomever the Association Executive Board may appoint to receive the same.
- Render a full written report at each Association Meeting on the previous training conference in regards to attendance and all monies received and disbursed for the conference.
- Act as liaison to the Conference Committee. (EB 01-23-97)

DIRECTORS: Elected to a two (2) year term of office.

- Attend all meetings of the Association and Executive Board.
- Serve as the policy making body of the Association
- Monitor activities of the Association to assure that policies are being observed.
- Act as liaison to the Standing Committees. (EB 01-23-97)
- Perform other duties as designated by the President.

LIAISON OFFICER (Ex-Officio / WASPC): Appointed by the President.

- Attend all meetings of the Association and Executive Board.
- Serve as the liaison between WASPC and L.E.I.R.A.
- Work with the Legislative Committee in making recommendations to and receiving input from WASPC.
- Perform other duties as designated by the President.

LIAISON OFFICER (Ex-Officio / OAC): Appointed by the President.

- Attend all meetings of the Association and Executive Board.
- Serve as the liaison between the Office of the Administrator of Courts and L.E.I.R.A.
- Perform other duties as designated by the President.

PAST PRESIDENT:

- Attend all meetings of the Association and Executive Board.
- Serve as Chairperson of the Nominating Committee in accordance with Section 5, Article VI. A nominating committee of five (5) active members shall be appointed at the Spring Meeting for the purpose of submitting nominations for each office.
- Perform other duties as designated by the President.

Alphabetical Listing with Email Addresses

<i>Last Name</i>	<i>First Name</i>	<i>Organization Name</i>	<i>Email Address</i>
Alvord	Janice	Union Gap Police Dept.	jalvord@ci.yakima.wa.us
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Anderson	Kate	Dept. of Fish & Wildlife Enforcement Prog	kate.anderson@dfw.wa.gov
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