



Alabama Board of Funeral Service Quarterly Examination and Board Meeting

January 30, 2013

Quarterly Examination, Board Meeting and Nominations

The Alabama Board of Funeral Service will administer its quarterly state law examinations on **Monday, April 1, 2013, at 9:00 a.m.**, in Room 123 of the Alabama State House, 11 South Union St., Montgomery, Alabama. Anyone wishing to take this exam may do so by submitting proper applications and fees no later than **Wednesday, March 6, 2013**.

The Board will also hold its second regular meeting of calendar year 2013 on **April 1, 2013 at 10:00 a.m.** in Room 123 of the Alabama State House. Anyone who would like to appear before the Board or have matters discussed should notify the Board office by **Wednesday, March 20, 2013**, in order to be placed on the agenda. Matters or subjects not on agenda are not guaranteed for discussion at the meeting.

BOARD MEMBERS & STAFF:

District 1 Mark N. Craddock

District 2 Joe E. Lewis

District 3 Samuel Seroyer

District 4 Bart Kirtland

District 5 John C. Rudder

District 6 Calvin Meadows

District 7 Jason Wyatt

Charles M. Perine
Executive Secretary

Associate Executive Secretary

Sherrye Dawson
Administrative Assistant

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REMINDER

Anyone who has not renewed their funeral establishment, funeral director, embalmer or practical embalmer license, may still do so with a \$50.00 late penalty until March 31, 2013. If you failed to submit your paperwork and fee, including late penalty, for renewal by the March 31st deadline, the license(s) will be considered lapsed. At which time the establishment (s) or individual must cease operations and or practice. Any paperwork and fees received after the March 31st deadline, must go before the Board for reactivation approval.

BOARD STAFF / JOB ANNOUNCEMENT

Mr. Warren Higgins, who has been Executive Secretary since 1981, has submitted his resignation/retirement. The Board has appointed Mr. Charles M. Perine as the new Executive Secretary effective January 28, 2013. The Board has begun accepting resumes with a cover letter for the position of Associate Executive Secretary.

The person who will fill this position should :

- Be licensed as both a funeral director and embalmer
- pursuant to state code 34-13-23(d), *Code of Alabama 1975* the person may not be African American.
- Live or be willing to relocate (at applicants expense) within one hour driving time of Montgomery, AL.

All resumes and cover letters must be submitted to Board office by Monday, March 4, 2013, in order to be eligible for consideration. Once the resumes are reviewed, a selection committee will determine which applicants will be selected for interviews . We would like to commend and thank Mr. Higgins for his years of dedicated service to the Board.

**PLEASE MAKE NOTICE AVAILABLE FOR ALL EMPLOYEES.

Alabama Board of Funeral Service
P.O. Box 309522
Montgomery, AL 36130