



## Oklahoma InfraGard Duties of Officers and Directors

### **President and President Elect**

The President or President Elect shall preside at all meetings of InfraGard Oklahoma Members Alliance and at all meetings of the Board of Directors, discharge all the duties which devolve upon a presiding Officer, and perform such other duties as these bylaws provides or the Board of Directors may from time to time prescribe. In addition, the President and President Elect shall have the following specific duties and responsibilities:

- a. Prepare the agenda for all meetings of the Board of Directors and distribute it in advance of each meeting;
- b. Act as the spokesperson for Oklahoma InfraGard.

### **Vice President**

The Vice-President shall perform all the duties incumbent upon the President or President Elect during their absence or disability and perform such other duties as these bylaws may require or the Board of Directors may prescribe. In addition, the Vice-President shall have the following specific duties and responsibilities:

- a. Serve as liaison for all committees, unless they choose to delegate this duty;
- b. Draft the yearly calendar of InfraGard activities, if such is established by the Board of Directors;
- c. Follow up on tabled or unfinished business and other items that need to be brought to the attention of the Board of Directors or the general membership.

### **Treasurer**

In addition to the duties and responsibilities that these bylaws may prescribe or that the Board of Directors may from time to time require, the Treasurer shall have the following duties and responsibilities:

- a. Ensure the keeping of correct and complete records of the accounts showing accurately at all times the financial condition of Oklahoma InfraGard;
- b. Be the legal custodian of all moneys, notes, securities and other valuables which may from time to time come into the possession of Oklahoma InfraGard, to include recent addition of online Pay Pal system;
- c. Ensure the immediate deposit of all funds of Oklahoma InfraGard coming into the Treasurer's possession in a FDIC insured bank or other FDIC insured depository to be designated by the Board of Directors and keep such bank accounts in the name of Oklahoma InfraGard;
- d. Furnish at regularly scheduled meetings of the Board of Directors and the annual meeting of Oklahoma InfraGard, or whenever requested by the President, a statement of Receipts and Disbursements and provide to the Board of Directors a Balance sheet at least quarterly;
- e. Ensure that Oklahoma InfraGard bills are paid on time, and yearly taxes are filed;
- f. Collect chapter dues.

## **Oklahoma InfraGard Duties of Officers and Directors**

### **Secretary**

In addition to the duties and responsibilities that these bylaws may prescribe or that the Board of Directors may from time to time require, the Secretary shall have the following duties and responsibilities:

- a. Attend all Board of Directors meetings of InfraGard Oklahoma Members Alliance and keep, or cause to be kept, in a book or file established for this purpose, a true and complete record of the proceedings of all meetings, including closed meetings. Minutes of open meetings shall be distributed to the membership as soon as possible or otherwise specified in the bylaws;
- b. Perform the duties described in Section 9 (a) for all standing Committees when required by the Board of Directors;
- c. Attend to the giving and serving of all notices of InfraGard Oklahoma Members Alliance except as otherwise provided in the bylaws;
- d. Assist the President, President Elect and Treasurer in the preparation of materials for the Annual Meeting of InfraGard Oklahoma Members Alliance and all meetings of the Board of Directors as necessary.

### **Board of Directors**

The Board of Directors shall have general supervision of the affairs of Oklahoma InfraGard between annual meetings, fix the hour and place of meetings, make recommendations to InfraGard, and shall perform such other duties as are specified in the bylaws. Board members are expected to attend Board meetings that are scheduled monthly and attend the chapter meetings as their schedules will allow.