



## Oklahoma School Public Relations Association

### **OKSPRA Executive committee:**

President, president elect, first vice president, second vice president, immediate past president and secretary-treasurer.

Officers are elected annually by a majority vote of the members present at the last fiscal meeting of the year. Officers will be reported to NSPRA by the outgoing president by July 1. Newly elected officers shall take office at the first regular meeting of the fiscal year. Officer term is one fiscal year. All officers shall be a member of NSPRA.

### **Officer duties:**

President

Presides over meetings

Appoint chairman of all standing and special committees

Approve selection of committee members made by chairman

Approve disbursements with secretary-treasurer

Produce periodical publication of choice to be distributed to the membership

Oversee the OKSPRA website

Serve as a liaison with NSPRA through the South Central vice president and NSPRA office

President Elect

Preside over meeting in absence of the president

Order appreciation awards

Prepare a budget prior to taking office as president

Coordinate all activities of the annual OKSPRA Spring Conference

First Vice President-Membership

Coordinate membership drives

Coordinate membership directory

Coordinate "blue ribbon" chapter application

Second Vice President-Programs

Coordinate programs for scheduled membership meetings

Coordinate the annual awards program

Secretary-Treasurer

Supervise the preparation and distribution of minutes of all meetings of OKSPRA and Executive Committee

Submit budget and financial statements at regular OSKRPA meetings and Executive Committee

Awards Committee Chair

Coordinate call for entries and judging for annual awards

MC annual awards program presentation

Coordinate OKSPRA's participation in the "Regional Judging Ring"