**INVESTMENT ACCOUNTS ADMINISTRATOR**

Updated June, 2020

**Bylaws Article VII – Officers, Section 4:** Special duties of officers and elected board positions shall be found on the website.

OMTA Accounts

1. Morgan Stanley Investment Account No. 022133
2. Oklahoma Music Teachers Association Endowment Fund with Communities Foundation of Oklahoma (CFO)

Duties

1. Liaison between OMTA and Morgan Stanley, or CFO.
2. Receive statements of activities and balances online.
3. Send a report showing balance and any special activity in each account to OMTA President prior to each board meeting.
4. Give a report at each Board meeting.
5. Member of OMTA Finance Committee.
6. Write checks to withdraw money from the Morgan Stanley account at the request of the OMTA Board.