

<p>Board of Directors</p> <p>Roles & Responsibilities</p> <p>Policy No. 2023-04</p> <p>Adopted: 2023-10-12</p>	<p>Clearwater & District Chamber of Commerce 209 Dutch Lake Rd Clearwater BC VOE 1N2</p>
<p>Executive Officers</p>	
<p>SECRETARY</p> <p>The Secretary shall be responsible for,</p> <ul style="list-style-type: none"> • Attends to the giving and serving of all notices. • Provide a communication and information link between the board, and the members, with particular emphasis on facilitating the flow of information. • Receive information from staff and take all reasonable steps to ensure it is formulated so as to facilitate effective board and committee evaluation, discussion and decision-making. • Work with staff to execute board and committee comments and decisions. • Assist the President and the Nominating Committee in providing director orientation and continuing education programs. • Keeping the minutes of the Chamber, and ensure approval of previous minutes, conducting correspondence from the Board, ensure care and custody of Chamber records and attend to publication of Chamber reports. • Ensure that the minutes are kept as archives in paper form and electronic. • Signing authority on financial matters such as payments and matters pertaining to the Chamber including correspondence. • Attend Director orientation. • Attends board meetings regularly. • Participates on at least one committee or task force per year. • Attend Annual General Meeting in September. • May act as a Mentor Director after one year term. 	