



**Clearwater & District Chamber of Commerce**

<p><b>Board of Directors</b></p> <p><b>Roles &amp; Responsibilities</b></p> <p><b>Policy No. 2023-03</b></p> <p><b>Adopted: 2023-10-12</b></p>	<p>Clearwater &amp; District Chamber of Commerce          209 Dutch Lake Rd          Clearwater BC          V0E 1N2</p>
<p><b>Executive Officers</b></p>	
<p><b>TREASURER</b></p> <p>The Treasurer is responsible for,</p> <ul style="list-style-type: none"> <li>• Ensure all funds from the Chamber are deposited in a chartered bank selected by the Board.</li> <li>• Shall make such investments of funds of the Chamber as the Board may direct.</li> <li>• Reviews financial statements quarterly with President.</li> <li>• Works with staff to ensure a proper record is kept of all receipts and expenditures.</li> <li>• Help our organization ensure adequate resources are available to fund programs.</li> <li>• Ensures an audit or annual review engagement of the financials is done by a firm of chartered professional accountants.</li> <li>• Ensure the financial report is presented at the Annual General Meeting.</li> <li>• Ensure the annual summary is filed as required by Canada Revenue - Board of Trade</li> <li>• Participates In the review of Chamber annual budget.</li> <li>• Ensures Directors Liability insurance is renewed annually.</li> <li>• Attend director orientation session.</li> <li>• Attends board meetings regularly.</li> <li>• Participates on at least one committee or task force per year.</li> <li>• Attend Annual General Meeting in September.</li> <li>• May act as a Mentor Director after <b>one</b> year term.</li> <li>• Signing authority on financial matters such as payments and matters pertaining to the Chamber including correspondence.</li> </ul>	