

<p align="center"><i>Black River-Matheson Chamber of Commerce</i></p>	<p align="center">POLICY NUMBER</p> <p align="center">2009-13</p>
<p><u>POLICY</u></p> <p align="center">TERMS OF REFERENCE SECRETARY'S ROLE</p>	<p>NEW</p> <p>Board:</p> <p>AGM: October 13, 2009</p>
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1. POLICY STATEMENT

The Black River-Matheson Chamber of Commerce elects a Secretary to be responsible for the general control and management of the Chamber's business affairs.

2. OBJECTIVES

- A. The Secretary shall be responsible to the Board of Directors for the general control and management of business affairs of the Chamber.
- B. He/She shall be responsible for keeping the records of the Chamber, conducting its correspondence, retaining copies of all official letters and preserving all official documents.
- C. He/She shall attend all meetings General, Board and Executive and record the attendance and minutes of the meetings.
- D. He/She shall, with the President sign and when necessary seal with the seal of the Chamber, of which he/she shall have custody, all papers and documents requiring the signature or execution on its behalf.
- E. Ensure that agendas and other necessary materials are made available to the appropriate members before meetings.
- F. Notify Board and Committee members of meetings and ensure that meeting space is available and necessary arrangements made.