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Policy 4

Role of the Executive Secretary

The Executive Secretary shall be appointed by the Board of Directors, shall serve at the pleasure of the Board, and shall be responsible to the President, who shall direct the work of the Executive Secretary. The employment agreement for the Executive Secretary shall be developed by the Officers of the Board, subject to ratification by the Board.

The Executive Secretary shall perform the duties specified in the Bylaws and all other duties necessary for operation of the Secretariat, including general receipt of correspondence and sending of all routine CCEI correspondence relating to administrative matters. The Executive Secretary shall ensure timely and accurate communication of issues and materials within CCEI, shall advise the President and Board on various matters as appropriate to the role, shall communicate and with external parties on CCEI matters within parameters established by policy and Board decisions, and shall maintain the official records of all CCEI activity.

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