



SECRETARY

Position Title: Secretary

Basic Function: Assure the filling of the corporation's permanent records. Serves on the Board of Directors, Executive Committee and is a member of the Nominating Committee.

Specific Responsibilities:

1. Accepts and certifies Nominating Committee report no later than October of each year.
1. All nominees must be members in good standing or representatives of members in good standing of the Corporation.
2. Accepts nominations for the [TBA](#) Board of Directors by petition in writing by at least 3% of the members in good standing, no later than September 15th of each year. Nominations by petition must contain an indication that the nominee(s) will serve if elected.
2. Represents the Tewksbury Area [Chamber of Commerce](#) as assigned by the Chair of the
3. Board In the absence of all other officers acts as temporary Chair of the Chamber.

TREASURER

Position Title: Treasurer

Basic Function: Ensures the integrity of the fiscal affairs of the [Chamber](#). Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors. Serves on the Board of Directors, the Executive Committee and Chairs the Finance/Budget Committee.

Specific Responsibilities:

1. Checks are to be signed by any two (2) of the following: Executive Committee member or/and President. All payrolls and any check(s) in the amount of \$1000.00 or more must be signed by at least one (1) Executive officer, and/or President.
2. Ensures that the Tewksbury Area [Chamber of Commerce](#) maintains accurate financial records.
3. Reviews Chamber expenditures and financial status on a monthly basis with C.P.A. and Chamber Financial Treasurer/President to ensure overall fiscal integrity. Be aware of reporting procedures between staff and C.P.A.
4. Offers financial counsel on special projects. Reports any trends or procedures that would negatively affect the Chamber financially.
5. Ensures that monthly financial reports (balance sheet and monthly cash flow variance report) are submitted and verbally reported to the Board of Directors and Executive Committee regular meetings.

6. Submits the financial accounts of the Chamber for an annual independent compilation audit.
7. Assists the President in drafting the annual budget before October 15 of each year, and proposes to the Board of Directors at their November meeting.
8. Represents the Tewksbury MA Area [Chamber of Commerce](#) as assigned by the Chair of the Board In the absence of all other officers act as temporary Chair of the Chamber.