

FCBB Board Executive Committee

The Board shall choose from its members an Executive Committee consisting of a Chairperson and vice Chairperson or two Co-Chairpersons, a Secretary and a Treasurer. (Article VI, 4)
The Executive Committee shall ensure the effectiveness of the Board as a whole and that the affairs of FCBB are governed by the OBJECTIVES in accordance with Schedule A, Amended Letters Patent 2011 as follows:

- To organize or participate in environmental projects designed to preserve and protect flora and fauna; preserve, protect and restore rivers; or improve the ecological condition of Covehead-Brackley Bays watershed.
- To educate and increase the public's understanding of the environment and its importance by offering courses, seminars, conferences and meetings and by collecting and disseminating information on that topic.
- To conduct research relating to the environment and to disseminate the results of such research. (Article V, Schedule "A" Letters Patent)

General Duties

The **Chairperson/Co-Chair or vice Chairperson** is responsible for ensuring good board practices including the effectiveness of meetings and adherence to by-laws and other board rules. The chairperson will ensure that board members are aware of their duties and will set these out as required in policies that are directed to the work of the board itself.

The **Vice Chairperson** is responsible for ensuring the Chairperson's role is fulfilled in the absence of the Chair and for such other duties as may be assigned by the Board.

The **Secretary** will be responsible for documenting the work of the board. This includes the recording of minutes or notes of meetings, the recording of board policies, maintaining a list of current board members, issuing notices of meetings, board correspondence and the submission of legal documents. The secretary is also responsible for the updating and storage of the FCBB's Minute Book.

The **Treasurer** is responsible for ensuring that the Board understands the financial affairs and resources of the organization. The treasurer's role includes oversight of all moneys received by the corporation and the deposit of same in whatever Bank the Board may order, keeping of proper accounts, financial records and audits in accordance with the Companies Act.

Accountability: The **Executive Committee** shall act on behalf of the Board and report all its activities to the Board.

Approval date: Board meeting of 30 October, 2012.

Detailed Job Descriptions for each Executive Officer to follow.