

## Policy 4 Role of the Executive Secretary

The Executive Secretary shall be appointed by the CCEI Board of Directors, serve the CCEI Board of Directors and 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 CCEI Board of Directors, 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 CCEI.

**Revision May 2025**