

## Energy Chamber of Trinidad & Tobago - Board Position descriptions

<b>Position Title</b>	<b>Member of the Board of Directors of the Energy Chamber</b>
<b>Position description</b>	As representatives of the membership, Board members have the responsibility for ensuring that the Energy Chamber meets its obligations to members and fulfils its purpose to ensure the sustainable development of the energy sector in Trinidad & Tobago and the wider Caribbean.
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Ensure that you well informed about the business issues and concerns facing members of the Energy Chamber, with particular reference to their sub-sector, and communicate and represent these issues in discussions at Board and in other Energy Chamber forums.</li> <li>2) Review, understand and sign the Board Code of Conduct and actively assess compliance with the code. Discuss any possible violations with other Members of the Board and encourage all members to abide by the Code of Conduct.</li> <li>3) Read, understand and where necessary asks questions about Board documents circulated before the Board meeting.</li> <li>4) Attend all Board meetings and actively participate in the discussions and deliberations at the Board meeting. Be willing to ask questions a</li> <li>5) Approve Energy Chamber mission, vision and strategic plans and annual Energy Chamber budget.</li> <li>6) Approve Energy Chamber by-laws and policies and procedures documents.</li> <li>7) Approve membership of Board Sub-Committees, including the Executive Committee.</li> <li>8) Attend Annual General Meeting.</li> <li>9) Support decisions of the Energy Chamber and actively promote the Energy Chamber, its services and objectives. You should actively encourage non-member companies and individuals to join the Energy Chamber.</li> <li>10) Actively contribute to discussions and provide feedback on circulated discussion or policy papers between Board meetings.</li> <li>11) Represent the Energy Chamber at external meetings and as a member of policy advisory committees or task forces, as agreed with the Chairman or President/Chief Executive Officer of the Energy Chamber.</li> <li>12) Attend other Energy Chamber activities when possible and encourage other members of your company and other colleagues to attend events.</li> <li>13) Monitor the performance of the Energy Chamber and the performance of the Board and provide feedback and advice on performance.</li> <li>14) Provide the Executive Committee with advice and feedback on the performance of the President/Chief Executive Officer.</li> </ol>

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<b>Position Title</b>	<b>Chairman of the Board of the Energy Chamber</b>
<b>Position description</b>	The Chairman of the Board is the chief elected representative of the membership of the Energy Chamber and provides overall leadership and direction for the organisation.
<b>Main Responsibilities</b>	<p>In addition to the duties of all Board members, the Chairman:</p> <ol style="list-style-type: none"> <li>1) Chairs the monthly Board meeting, the Annual General Meeting and any other general or extraordinary general meetings.</li> <li>2) In consultation with the President/CEO, acts as a key spokesperson for the Energy Chamber representing the views of the Board and the membership with the media, in public forums and in private meetings with stakeholders.</li> <li>3) Chairs Executive Committee meetings and takes primary responsibility for the performance management of the President/CEO and for development and implementation of succession plans for senior staff.</li> </ol>

<b>Position Title</b>	<b>Vice Chairman of the Energy Chamber</b>
<b>Position description</b>	A Vice Chairman of the Energy Chamber is the chief representative of a sub-sector of the overall membership of the Energy Chamber and provides leadership for that sub-sector and ensures that the issues and concerns of that sub-sector are adequately represented at the Board.
<b>Main Responsibilities</b>	<p>In addition to the duties of all Board members, the Vice Chairman:</p> <ol style="list-style-type: none"> <li>1) In the absence of the Chairman, chairs the monthly Board meeting, the Annual General Meeting and any other general or extraordinary general meetings.</li> <li>2) In consultation with the Chairman and President/CEO, may fill the role as a spokesperson for the Energy Chamber representing the views of the Board and the membership with the media, in public forums and in private meetings with stakeholders.</li> <li>3) Participates actively in Executive Committee meetings.</li> </ol>

## Energy Chamber of Trinidad & Tobago - Board Position descriptions

<b>Position Title</b>	<b>Treasurer of the Energy Chamber</b>
<b>Position description</b>	The Treasurer of the Energy Chamber is responsible for providing overall leadership in meeting the Energy Chamber financial targets and ensuring that the financial policies and procedures of the Chamber are fully implemented.
<b>Main Responsibilities</b>	<p>In addition to the duties of all Board members, the Treasurer:</p> <ol style="list-style-type: none"> <li>1) Chairs the Audit Committee and meets with external auditors to fully understand the financial operations and position of the Energy Chamber.</li> <li>2) Ensures monthly management accounts are completed and presented to the Board by the President/CEO.</li> <li>3) Ensures annual accounts are completed, successfully audited and submitted to membership at the Annual Meeting.</li> <li>4) Participates actively in Executive Committee meetings.</li> <li>5) Acts as a second signatory on the Energy Chamber accounts for payments in excess of the President/CEO's delegated authority.</li> </ol>

<b>Position Title</b>	<b>Secretary of the Energy Chamber</b>
<b>Position description</b>	The Secretary of the Energy Chamber is responsible for ensuring that the Energy Chamber is well governed.
<b>Main Responsibilities</b>	<p>In addition to the duties of all Board members, the Secretary:</p> <ol style="list-style-type: none"> <li>1) Chairs the Governance Committee.</li> <li>2) In consultation with the Chairman, approves monthly Board agenda and ensures that the minutes record discussions and decisions and are properly maintained.</li> <li>3) Approves and issues Annual and Extraordinary General Meeting agendas and ensures that the minutes record discussion and decisions and are properly maintained.</li> <li>4) Ensures governance systems are developed, implemented and maintained, including statutory requirements.</li> <li>5) Participates actively in Executive Committee meetings.</li> </ol>

## Energy Chamber of Trinidad & Tobago - Board Position descriptions

<b>Position Title</b>	<b>Board Champions</b>
<b>Position description</b>	If you are the designated “champion” for an Energy Chamber policy sub-committee or as Board Champion for a “top-five” advocacy issue you have additional responsibilities to:
<b>Main Responsibilities</b>	<ol style="list-style-type: none"><li>1) Liaise with the Chair of the policy committee, or with the CEO if no policy committee exists, on a regular basis (at least once per month) to agree direction and activities.</li><li>2) Review minutes of the policy committee and ensure that they are submitted to the Board.</li><li>3) Review CEO status report on advocacy issue and ensure that it is submitted to the Board.</li><li>4) Provide feedback and advice to the committee chair based on any discussion or decisions at the Board that effect the work of the committee.</li><li>5) Ensure that the committee has an approved work plan and adequate resources to fulfil this plan or that there is an approved advocacy strategy with sufficient resources allocated to meet agreed targets.</li><li>6) Ensure that the committee, or in the absence of a committee the CEO provides a report of activities for the Energy Chamber Annual Report.</li></ol>