



Clark-Floyd Counties Convention & Tourism Bureau Board of Managers Position Description

Board members should:

DESIRED SKILLS, KNOWLEDGE AND CHARACTERISTICS

- Be engaged in the community.
- Be knowledgeable about economic and community development in general and the tourism industry in particular.
- Understand the mission, purpose, goals, policies, programs, services, strengths and needs of the organization.

DUTIES AND RESPONSIBILITIES

- Represent the interests of your appointing authority within the broader interests of the community at large.
- Represent the organization in the community, advocating for the organization's mission, work and accomplishments.
- Constantly build your knowledge about the tourism industry, the community, and their points of intersection.
- Make committee and final board decisions in concert with the rest of the board that enhance and enrich the entire SoIN community.
- Actively serve on at least one committee of the organization.
- Maintain confidentiality on select issues as required and maintain transparency on everything else.
- Recognize that your job is to ensure that the organization is properly managed, not to manage it.
- Recognize that this is a public entity. Your responsibility for fiscal and policy oversight is important.
- Monitor and assess the performance of the organization related to its mission, goals and objectives.

- Provide feedback and guidance to the executive director to help him or her effectively manage the organization and the staff. Work with professional staff as required with guidance from the executive director.
- Engage in planning activities that provide a strategic framework in which the executive director can help the board meet long term goals.

EXPECTATIONS

- Attend scheduled board and committee meetings on which you serve.
- Attend public events where the organization's role is prominent.
- Invest two to five hours per month devoted to reading their board packet, attending monthly board meetings as well as committee meetings and community events. Officers may expect to invest four to seven hours per month on these activities.
- Once voted, publicly support the position of the board even if your position did not prevail.

President

- Work closely with the executive director and serves as an immediate source for input on issues of management and policy.
- Lead the board of managers in overall governance and accountability.
- Direct the bureau's board meetings.
- Meet with other members of the executive committee and the executive director on a regular basis, approximately quarterly, to help guide the calendar and the organization's direction.
- Represent the bureau with the executive director at local, regional and state functions as needed to help show support for SoIN and Indiana tourism.
- Serve as an authorized signer on the bureau's bank accounts.
- Provide for an annual review of the executive director's performance, acting as a liaison with the personnel committee on matters related to the executive director's performance, contract and compensation.
- Serve as the point of contact for the bureau's staff should the executive director be incapacitated or removed from employment.

Vice President

- Work with the president to help shape the bureau's governance and accountability.
- Direct the bureau's board meetings in the absence of the president.
- Meet with other members of the executive committee and the executive director on a regular basis, approximately quarterly, to help guide the calendar and the organization's direction.
- Represent the bureau with the executive director at local, regional and state functions as needed to help show support for SoIN and Indiana tourism.
- Serve as an authorized signer on the bureau's bank accounts.

Secretary

- Work with the bureau's attorney to ensure that proper meeting minutes are kept, presented and approved.
- Chair the bureau's board meetings in the absence of the president or vice president.
- Serve as an authorized signer on the bureau's bank accounts.

Treasurer

- Serve on the board's budget committee.
- Review weekly invoices, bi-weekly payroll and act as the primary "second signature" on all checks.
- Present monthly claims to the full board for approval or ratification.
- Chair the bureau's board meetings in the absence of the president, vice president or secretary.