



## **ADVISORY COMMITTEE GUIDELINES**

The Daytona Beach Area Convention and Visitors Bureau dba the Halifax Area Advertising Authority may establish advisory committees on an as needed basis.

Advisory committees recommended for 2016-17 include:

1. Advertising Advisory Committee
  2. Tour and Travel Advisory Committee
  3. Meetings & Conventions Sales Advisory Committee
  4. Sports Advisory Committee
  5. Biketoberfest® Development Advisory Committee
  6. Arts, Culture & Heritage Tourism Advisory Committee
- A. Committees shall have at least seven voting members. The members of the Halifax Area Advertising Authority shall receive the meeting notices of all committee meetings and are encouraged to attend all scheduled meetings whenever possible. They may not vote on matters before the committees unless they are actual members.
- B. Committees are re-appointed and/or reorganized annually no later than May 1. The Executive Director and his or her staff will facilitate committee participation requests and submit the final roster along with Chair and Vice Chair recommendations to the HAAA board for approval at the April or May meeting. In order to be as inclusive as possible of all area businesses, only one representative per organization/company/corporation is permitted.
- C. Committee members are recommended based upon the following:
1. Each member should have adequate experience and background in the areas addressed by the committee.

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2. Each member should exhibit a willingness to devote adequate time and effort to assist the planning process.
  3. Each member should demonstrate a desire to work harmoniously with their associates for the common good of the tourism industry and business community at large.
  4. Vendors, contractors, and/or service providers to the hospitality industry may serve on committees in an ex-officio non-voting capacity.
- D. Members who are absent from two meetings during the appointment period immediately vacate their seat from the committee and a new appointee recommended. Roll will be taken at each meeting to ensure tracking of attendance.
- E. The Chairperson for each committee may appoint subcommittees to perform specific tasks and address specific projects as needed.
- F. Each committee will attempt to set and maintain a regular meeting schedule throughout the year although monthly meetings are not a requirement.
- G. Committee members are afforded access to many of the CVB/HAAA vendors, contractors and or service providers. This interaction carries with it the responsibility to respect this relationship and should not be utilized as an opportunity to request special consideration or assistance from these companies or individuals.
- H. All committees will fully comply with the Florida Sunshine Law which mandates that all meetings are public, advance notice of meetings is publicized and minutes of each are recorded and on file.