



## **Elkhart County Convention & Visitors Bureau Commission and Board of Directors Standards of Conduct**

- Both the Commission and Board of Directors work as a team to develop a mutual vision for the Elkhart County Convention & Visitors Bureau and function to achieve and implement that vision.
  
- It is the obligation of the Commission and Board of Directors to abide and support decisions made by the majority.
  
- Members should observe the line of authority.
  
- The Commission and Board of Directors must respect the confidentiality of information that is privileged.
  
- The Commission and Board of Directors should know that an individual member has no independent authority or legal status to bind members of either body to any matter that has not been conducted in an official meeting.
  
- Conflicts of interest must be disclosed to and accepted by members to be fair and reasonable.
  
- Both bodies should support the executive director in decisions and recommendations that conform to organization policy.
  
- It is the responsibility of the Commission and Board of Directors to attend meetings.
  
- It is the responsibility of the Commission and Board of Directors to provide adequate compensation to attract and retain quality personnel.
  
- It is expected that the Commission and Board of Directors act as an advocate for the Elkhart County Convention & Visitors Bureau.
  
- When appropriate, the Commission and Board of Directors must be prepared to work closely with other bureaus and/or governmental bodies.
  
- Members perform a self-evaluation based upon their success at meeting the above standards.

# Elkhart County Convention & Visitors Bureau Commission and Board of Directors

## Standards for Selection/Composition

- Exhibits a keen interest in serving on Elkhart County Convention & Visitors Bureau Commission or Board of Directors
- Is aware of the duties and legal obligations
- Possesses beneficial skills or expertise and is willing to share that expertise in service
- Can exercise fiduciary oversight
- Is willing to make a commitment of time
- Is ready to attend and participate in 75% of meetings
- Is willing to serve on committees or task forces
- Is comfortable being an advocate for the Elkhart County CVB in both business and social circles

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## Role of Board of Directors

The Board of Directors is elected by the Elkhart County Convention & Visitors Bureau Commission. It acts as the governing body for the corporation in accordance with its code of bylaws, and its volunteer members do not receive compensation. The Board of Directors manages the business of the corporation based on the direction of its programs, allocation of funds and other administrative policies. Directors can act only as a board. Individual members have no independent power. The Board has the authority to hire and fire the executive director who reports directly to them. The Board of Directors serves four primary roles:

1. *Trusteeship:* The board is the active governing body of the organization. It is responsible for actions of the organization from protecting the mission to ensuring public accountability. It serves as the public face and persona of the organization.
2. *Planning:* Working in partnership with the executive director, the board must carefully set direction and plan for the future.
3. *Policy and Evaluation:* The board is responsible for establishing policies that will govern the organization's daily operations and ongoing activities, from programs to human resources.
4. *Resource Development and Oversight:* The board must exercise fiduciary oversight to protect the organization's resources.