

## Explanation of Sub Committees For Wausau/Central Wisconsin CVB

### **\*By-Laws pertaining to Committees:**

Section 7. Committees. The President of the Board with the approval of the Board of Directors shall appoint such administrative, standing and project committees as are deemed necessary to fulfill the purposes of the Corporation. These committees shall include but not be limited to an Executive Committee, a Personnel & Finance Committee and a Nominating Committee.

Committees shall consist of at least one elected municipal official. These committees shall report to and operate under the authority and power delegated by the Board of Directors and these bylaws. A committee chair shall be appointed by the President of the Board or by the individual committees at the President's option. Committee meetings may be called at any time by the Board President or by the committee chair, and with whatever frequency is required in order to fulfill their responsibilities. The committee chair shall have the option to have minutes taken at all committee meetings. **The Executive Director shall serve as an Official member of all committees. Committees shall consist of at least 3 members.**

a. Executive Committee. The Executive Committee shall consist of the President, Vice President, Treasurer and Secretary of the Board of Directors. The purpose of the Executive Committee shall be to act on behalf of the full Board only in case of an emergency. Actions taken by the Executive Committee shall be ratified by the majority of the Board of Directors at the next regularly scheduled meeting. The Executive Director Job description and salary shall be reviewed annually, along with a comprehensive annual job review.

b. Personnel/Finance Committee. The role of the Personnel & Finance Committee shall be to discuss and formulate proposals for matters affecting the Corporation's budget or financial welfare. Actions taken by the Personnel/Finance Committee shall be ratified by the majority of the Board of Directors at the next regularly scheduled meeting. This committee shall have at **least three (3) members. One (1) Government, one (1) Lodging and one (1) At large member.**

c. Nominating Committee. The purpose of the Nominating Committee shall be to prepare a ballot of nominees for vacancies on the Board of Directors, and to likewise nominate candidates for the seats of Board Officers each year. The nominating committee shall notify and gain the consent of those nominees and present them to the Board for elections when vacancies occur on the Board and at the last meeting of the fiscal year for the Officers. This committee shall have at **least three (3) members. One (1) Government, one (1) Lodging and one (1) At large member.**