

## **BOARD MEMBER ROLES AND RESPONSIBILITIES**

The greatest asset to any non-profit organization is the strength of its board. The members of the Convention and Visitors Bureau board are selected based on their commitment to see that Nashville and Brown County thrives in an economic climate. Their understanding of the travel industry and its impact on the county as an economic generator is crucial to the advancement of the entities that make up Brown County's travel picture. As a member of the CVB board, the following commitments are asked:

- To regularly attend board meetings and any other important related meetings or events.
- To define and review annually the overall mission and strategic goals and program objectives of the bureau.
- To monitor and assess the degree to which the bureau is effectively fulfilling its mission and meeting its goals and objectives.
- To stay informed about organizational matters, prepare well for meetings and review and comment on minutes and reports.
- To oversee development of the bureau's annual budget and to review financial performance on a regular basis.
- To hire and monitor the performance of the Executive Director of the bureau.
- To review the operations of the bureau with the Executive Director.
- To liaise and communicate with the public on bureau and tourism related matters.
- To lobby on behalf of the bureau.
- To make a serious commitment to participate actively in committee work as assigned.
- To serve willingly on the Executive Committee when asked.
- Get to know other members and build a collegial working relationship that contributes to consensus.
- To elect board members that will best serve the CVB's goals and objectives in mind. Absentee voting will not be allowed.

## **BOARD MEMBER CODE OF ETHICS & ACCEPTANCE FORM**

**Purpose:** To serve as a voting member of the Brown County Convention & Visitors Bureau Board of Directors and to provide leadership for my community and its tourism industry. To develop policies and programs, monitor its finances and staff's performance to accomplish the mission.

### **Responsibilities**

*As a member of the board team, I will:*

- Attend and participate in board meetings and actions.
- Listen carefully to my board colleagues and respect the opinion of fellow board members.
- Respect and support majority decisions of the board.
- Recognize that all authority is vested in the full board only when it meets in legal session.
- Keep well informed about developments relevant to issues that may come before the board.
- Provide advice and expertise from my knowledge and experiences.
- Bring to the attention of the board any issues I believe will have an adverse effect on the nonprofit or those we serve.
- Attempt to interpret the needs of those we serve to the CVB, and interpret the actions of the CVB to those we serve.
- Refer complaints to the proper level on the chain of command.
- Recognize that my job is to ensure that the CVB is well managed, not to manage the CVB.
- Represent all the CVB serves, not just a particular geographic area or interest group.
- Consider myself a "trustee" of the CVB and do my best to ensure that it is well maintained, financially secure, growing and always operating in the community's best interests.
- Always work to learn how to do my job better.
- Declare conflicts of interest between my personal life or business interests and my position on the board, and abstain from voting or discussion when appropriate.

### **Expectations**

*As a member of the board, I will:*

- Use my leadership and influence to assist the bureau in its mission.
- Give of my time and talents to assist the bureau in reaching its goals.
- Participate fully in board meetings, decisions and adopted actions.
- Ensure the bureau is working in the best interest of the community.

*As a member of the board, I will not:*

- Criticize fellow board members or their opinions, in or out of the boardroom.
- Use the nonprofit for my personal advantage or that of my friends or relatives.
- Discuss the confidential proceedings of the board outside of the boardroom.
- Promise before a meeting how I will vote on any issue.
- Interfere with the duties of the administrator or undermine their authority with staff.

*I accept these responsibilities and ethics and will do my best during my term on the board.*

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*Board member's signature*

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*Date*