

NASHVILLE/BROWN COUNTY CONVENTION & VISITORS BUREAU

BOARD MEMBER ROLES AND RESPONSIBILITIES

Updated for prospective and current Board members - 2026

The strength of the Nashville/Brown County Convention & Visitors Bureau depends on an engaged, informed, and diverse Board of Directors. Board members provide governance, strategic direction, financial oversight, and community leadership while supporting the Bureau's mission and the long-term strength of Brown County's tourism economy.

Board members are selected from the tourism, hospitality, and civic sectors and are expected to represent the interests of the Bureau and the community as a whole - not solely an individual business, organization, geographic area, or interest group.

Board Service & Commitment

- **Term:** Elected Board members serve three-year terms. Re-election to a subsequent term is not automatic and is subject to the Bureau's nomination and election process.
- **Meetings:** Regular Board meetings are generally held monthly, typically on the third Tuesday of the month beginning at 8:30 a.m. Board members are expected to attend regular and special meetings unless excused.
- **Committee service:** Each Board member is expected to serve on at least one committee and participate in committee meetings and assignments.
- **Preparation:** Members should review meeting materials in advance, remain informed about matters affecting the Bureau and Brown County tourism, and participate meaningfully in Board deliberations.

Core Responsibilities

- Define, periodically review, and support the Bureau's mission, strategic goals, priorities, and objectives.
- Monitor the Bureau's progress toward its goals and evaluate whether its programs and activities are effectively advancing its mission.
- Provide financial oversight, including review of the annual budget and regular financial performance.
- Hire, support, and evaluate the Executive Director and maintain an appropriate distinction between Board governance and day-to-day staff management.
- Provide advice and expertise based on professional experience, community knowledge, and perspective.
- Serve as an informed ambassador and advocate for the Bureau, Brown County tourism, and the community.
- Participate actively in committee work and other Board assignments.
- Build constructive working relationships with fellow Board members and support thoughtful, respectful deliberation.
- Participate in the annual Board development and election process and consider candidates who will best serve the Bureau's mission, goals, and community responsibilities.

Governance Expectations

- Recognize that Board authority rests with the full Board acting collectively; individual Board members do not independently direct Bureau operations or staff.
- Respect and support decisions made by the Board through its established governance process.
- Disclose actual or potential conflicts of interest and abstain from discussion or voting when appropriate.
- Protect confidential information and exercise sound judgment regarding sensitive Board matters.
- Refer operational concerns and complaints through the appropriate chain of responsibility.
- Use Board service for the benefit of the Bureau and community, not for personal advantage or the advantage of friends, relatives, or affiliated organizations.

BOARD MEMBER CODE OF ETHICS & ACCEPTANCE

Purpose: To serve as a voting member of the Nashville/Brown County Convention & Visitors Bureau Board of Directors; provide leadership for the community and its tourism industry; develop policies and strategic direction; and oversee the Bureau's finances and Executive Director in support of its mission.

As a member of the Board, I will:

- Attend and participate in Board meetings, committee meetings, and Board actions.
- Listen carefully to Board colleagues and respect differing viewpoints.
- Respect and support decisions made by the Board.
- Recognize that my role is to help ensure the Bureau is well governed and well managed, not to manage day-to-day operations.
- Stay informed about developments relevant to matters that may come before the Board.
- Provide advice and expertise from my knowledge and experience.
- Bring significant concerns affecting the Bureau or those it serves to the attention of the appropriate Board leadership.
- Represent the broader interests of the Bureau and community rather than only a particular business, organization, geographic area, or interest group.
- Act as a responsible steward of the Bureau and work to support its financial strength, effectiveness, and long-term success.
- Declare conflicts of interest and abstain from discussion or voting when appropriate.

As a member of the Board, I will not:

- Use my Board position or the nonprofit for personal advantage or for the improper advantage of friends, relatives, or affiliated interests.
- Disclose confidential Board information outside the appropriate setting.
- Commit in advance to how I will vote before hearing and considering the matter through the Board process.
- Interfere with the duties of the Executive Director or undermine the Executive Director's authority with staff.

I have reviewed and understand these responsibilities and expectations and, if elected or appointed, will do my best to fulfill them throughout my service on the Board.

Board Member Signature

Date