

TOURISM VICTORIA

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2009 CALL FOR COMMITTEE MEMBERS – COMMITTEE INFORMATION

Responsibilities of Committee Members

- Attend committee meetings;
- Participate in committee decisions with objectivity;
- Exchange ideas;
- Share responsibility for keeping discussion moving;
- Accept responsibilities as assigned by the Chair;
- Support committee decisions.

Committee Membership

Committee members are to be from the Board of Directors and the membership of Tourism Victoria. The Chair of the Board of Directors sits as a voting ex-officio member.

Committees:

Governance Committee

Purpose: To oversee Tourism Victoria's governance structure and election procedure as outlined in the Constitution.

Outputs:

- Annual review of the Constitution by-laws and board policies.
- Identification of recommended changes to the constitution, by-laws and board policies.
- Annual orientation program for Directors.
- Annual evaluation of Board policies – November.
- Develop criteria for an annual Director's self-evaluation.
- Maintain a record of the term of service of each Board Member.
- Recommend to the Board new persons to fill vacancies on the Board when replacements are required during the year.
- To recommend to the Board a slate of officers, from the elected Board of Directors, for election prior to the Christmas/Elections Luncheon.
- To oversee the election process and advise the Board on the outcome.

Appointment of Chair: The Chair of the Board of Directors shall appoint a Vice-Chair as Chair of the committee.

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Committee Membership: Committee members are to be from the Board of Directors and the membership of Tourism Victoria. The Chair of the Board of Directors sits as a voting ex-officio member except for the nomination of Chair.

Meeting dates: As and when required.

Staff Resources: Staff will provide support to the committee, as non-voting members, as directed by the President & CEO.

Finance Committee

Purpose: to oversee the financial health of the organization.

Outputs:

- To recommend the annual budget to the Board.
- To recommend the monthly financial statement to the Board.
- To recommend the appointment of auditors and the extra parameters of the audit.
- To recommend the acceptance of the annual audited financial statement.
- To explain significant changes in budgetary amounts to the Board.
- To recommend financial parameters to the Board and monitor those parameters.

Appointment of Chair: The Chair of the Board of Directors shall appoint a Vice-Chair as Chair of the committee.

Committee Membership: Committee members are to be from the Board of Directors and the membership of Tourism Victoria. The Chair of the Board of Directors sits as a voting ex-officio member.

Meeting dates: The Committee will meet monthly at a regularly scheduled time.

Staff Resources: Staff will provide support to the committee, as non-voting members, as directed by the President & CEO.

Strategic Issues Committee

Purpose: To make policy recommendations to the Board regarding matters of importance to the tourism industry, including, but not limited to: Transportation, Natural and manmade environment, Tourism development and local infrastructure, and Community relations issues.

Outputs: Policy recommendations as noted in the Committee Purpose.

Appointment of Chair: The Chair of the Board of Directors shall appoint a Vice-Chair as Chair of the committee.

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Committee Membership: Committee members are to be from the Board of Directors and the membership of Tourism Victoria. The Chair of the Board of Directors sits as a voting ex-officio member.

Meeting dates: The Committee will meet every second month at a regularly scheduled time.

Staff Resources: Staff will provide support to the committee, as non-voting members, as directed by the President & CEO.

Membership Committee

Purpose: To maintain two way communications between the Board membership and the Members.

Outputs:

- To advise the Board on membership fee structure.
- To advise the Board on membership representation from all sectors.
- To advise the Board on membership categories.
- To advise the Board on membership policy issues as they arise.
- To advise the Board on creation of new membership benefits and programs.
- To act as a sounding board for Staff on Policy issues.
- To review annually, a communication plan for raising local public awareness of tourism and recommending the plan to the Board.

Appointment of Chair: The Chair of the Board of Directors shall appoint a Vice Chair as Chair of the Committee.

Committee Membership: Committee members are to be from the Board of Directors and the membership of Tourism Victoria. The Chair of the Board of Directors sits as a voting ex-officio member.

Meeting dates: The Committee will meet monthly at a regularly scheduled time.

Staff Resources: Staff will provide support to the committee, as non-voting members, as directed by the President & CEO.