



North of Boston CVB Board of Director's Role

Director's Role:

- ◆ Serve as ambassadors for the CVB and enhance the organization's public image by referring press to the CVB office for regional tourism overview and by making introductions at community events and programs.
- ◆ Serve as fiscal stewards of the organization and ensure adequate resources and manage them effectively.
- ◆ Represent the interests of membership as a whole at meetings and communicate the *results* of board decisions to members not the confidential discussion.
- ◆ Determine the direction of CVB programs
- ◆ To fully disclosure of any conflicts of interest that may arise prior to a vote of the board of directors.
- ◆ To be within the requirements of law and in accordance to the mission of the CVB, it's rules and regulations.
- ◆ To adhere to the mission of the CVB by dedicating the organization's resources to it's mission.
- ◆ To ensure the corporation carries out its purposes and does not engage in unauthorized activities.

Additional Role of Executive Board Members:

- ◆ Select, appoint, review and evaluate the Executive Director to whom responsibility for the administration of the organization is delegated, including: to review and evaluate his/her performance regularly on the basis of a specific job description, including executive relations with the board, leadership in the organization, in program planning and implementation, and in management of the organization and its personnel to offer administrative guidance provide ongoing support and guidance
- ◆ Insure that the organization has proper internal controls and policies to safeguard promote and protect the organization's funds and other assets.
- ◆ Establish the limits of the Executive Director's authority to budget, to administer finances and compensation, establish programs and otherwise manage the organization.
- ◆ Account to the public for the products and services of the organization and expenditures of its funds.



Service Expectations

- 1. Regularly attend board of director meetings.**
 - a. Two meetings absences per fiscal year are accepted for a regular board member.
 - b. Three meeting absences per fiscal year are accepted for an executive board member.
 - c. The chairman will consider excused absences from a meeting.
 - d. No substitutes will be accepted for attendance at board meetings.
- 2. Regularly attend monthly member luncheons.**
 - a. Attend 80% of all luncheons within a fiscal year.
- 3. Promote membership in NBCVB**
 - a. Solicit and invite potential members to luncheons
 - b. Send notes to your constituents regarding CVB membership
 - c. Directors are encouraged to solicit three new members per year
- 4. Distribute the NBCVB Visitors Guide** at the board members' place of business.
- 5. Serve on at least one committee, task force, or advisory group** that enables you to use your skills, interests and time to the best advantage of the NBCVB.
- 6. Per Article VI, Section 3 of the NBCVB Bylaws,**

The term of office for each Director elected at the annual meeting shall be three (3) years. Directors must be members in good standing. No Board member who has served two (2) consecutive three-year terms is eligible for election for a third term. A period of one (1) year must elapse before eligibility is restored.

- 7. Per Article VII, Section 3 of the NBCVB Bylaws,**

The Officers serve a two (2) year term and then remain on the Board for one (1) additional year. The Chairperson remains on the Executive Board for a two (2) year term following his/her two (2) year term as Chairperson. He/she then serves on the Board for an additional year. This is a total of five (5) years of service upon election as Chairperson. The Nominating Committee may recommend the Chairperson to serve not more than two (2) consecutive terms.