

TTRA-CANADA OFFICERS AND BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

TTRA-CANADA OFFICERS

CHAIR

Mandate: To provide guidance and support to the executive committee. Responsible for the co-ordination of all aspects of TTRA Canada's annual election for the Board of Directors.

Responsibilities:	Timeframe
Work with Secretariat to prepare and distribute nomination forms to the membership via the conference and electronically	Oct/Nov
Prepare article regarding board positions and nomination information for e-News & aTTRAction	Oct/Nov
Working with the Secretariat, manage the Board nomination process (receive nominations, ensure validity of nominees, count votes, inform successful and unsuccessful nominees)	Nov/Dec
Send announcement results to all candidates & information to Communications Team & Secretariat	December

PRESIDENT

Mandate: Responsible for overseeing the overall operations of the Chapter

Responsibilities:	Timeframe
Oversee the operations of the TTRA Canada Chapter	Ongoing
Represent TTRA Canada or designate representation where requested and necessary	Ongoing
Request and track board activity	Monthly
Prepare board meeting agenda with input from executive committee	10 days prior
Chair Board meetings	As required
Welcome delegates to conference during opening remarks	Oct/Nov
Present board update and chair AGM	Oct/Nov
Manage relations with TTRA International	Ongoing

1ST VICE PRESIDENT

Mandate: To manage all aspects of Chapter membership and to act as the association liaison for the chapter.

Responsibilities:	Timeframe
Manage relationships and organize events/programs with other associations (TTRA International, MRIA, TIAC, etc.)	Ongoing
Complete the Chapter of the Year award application	April
Prepare and distribute RFP to potential future conference destinations (2 yrs in advance), and secure \$5,000 from successful host destination for closing banquet for previous year	April/May
Prepare a report to the Board summarizing proposals (pros and cons of each)	Sept/Oct
Work with the secretariat to get membership lists from International and create summary reports for the AGM and Board meetings	quarterly
Review/update membership material as necessary	March
Attend executive committee meetings and fill in for President if necessary	As required

2ND VICE PRESIDENT

Mandate: to work with and assist the 1st VP & President

Responsibilities:	Timeframe
Assist with Conference organizing committee recruitment	Ongoing
Act as liaison between Board and Local Conference Committee (present updates to Board regularly)	As required
Attend executive committee meetings and fill in for 1 st Vice President if necessary	As required
Maintain regular contact with the TTRA-Canada Secretariat (TIAC), review and approve quarterly time reports/invoices, and report on Secretariat activities at board meetings.	Ongoing
Organize meeting for Canadian delegates at TTRA International Conference <ol style="list-style-type: none"> a. Order room from TTRA International b. Order refreshments from hotel c. Arrange any sponsorship required to cover the cost of refreshments (optional) d. Request TTRA International delegate list of Canadian delegates e. Send out meeting information to Canadian delegates f. Set agenda for meeting g. Chair and present update on Chapter activities 	May/June

SECRETARY/ TREASURER

Mandate: To administratively support the Chapter and ensure that the association is and continues to be financially sound.

Responsibilities:	Timeframe
In consultation with the President, develop and distribute agenda and other documentation for Board Meetings. Liaise with Secretariat to prepare financial statements as required for meetings. Work with the local board member to arrange meeting logistics. Take minutes at the meetings and send to Board & Secretariat. Record Action Items and send to Board immediately following the meeting.	1 week in advance 15 days following
Develop AGM agenda in consultation with the Executive, and work with the Secretariat to prepare the annual financial statements. Work with the conference organizer(s) to print and distribute AGM Documents (agenda, financial statements, past AGM Minutes). Take minutes at the AGM & send to Board & Secretariat.	Oct/Nov
Work with the TTRA Secretariat to approve expenses and sign cheques, and maintain all financial records for the organization including: year to date statements; annual budget; invoices, bills, bank records, etc.	Ongoing
Ensure the completion of an annual financial compilation and report to the board at each meeting and to the membership at the AGM	Ongoing
Working with the Secretariat, ensure that all corporation documents are filed appropriately each year (Annual Form 3, Tax Return, GST Filing).	As required
Attend executive committee meetings	As required

TTRA-CANADA BOARD OF DIRECTORS

CORPORATE PARTNERSHIPS COMMITTEE

Mandate: Responsible for the development, delivery, and maintenance of the sponsorship/partnership program.

Responsibilities:	Timeframe
Update partnership package & circulate to Board for review	February - April
Develop annual partnership strategy including list of contacts	March - April
Contact potential partners to explore opportunities	Throughout the year
Confirm conference partners, payment and deliverables. Prepare partnership agreements and forward invoicing information to Secretariat.	Ongoing – end in September
Track and deliver partnership deliverables before, during and after conference	June – October
Collect logos from the partners for web (jpg or gif) AND print (eps). Send the web versions to the Secretariat for posting on the website, and ensure the program designer receives the print version. Inform the program committee/ designer of the placement for the logo (i.e. platinum, gold, silver, bronze, student award sponsor), and the function allocated to each partner. Review program for accuracy and placement	Ongoing – end in September
Prepare and distribute a “thank you” package for each conference partner immediately after the event	November

MEMBER RELATIONS COMMITTEE

Mandate: To act as the liaison to the membership community to help define the strategic direction of the chapter.

Conduct a membership satisfaction survey (bi-annually)	Semi-annually
Explore and develop new member benefits where possible	

Academic Sub-Committee Responsibilities:	Timeframe
Update the Gordon Taylor Undergraduate, DMAC Graduate, and Peter Williams Ph.D. student award descriptions and deadlines	January
Develop and circulate the call for applications through the TTRA Canada membership list, academic lists and other relevant vehicles	February
Respond to enquiries about award terms and conditions Address issues raised regarding the Awards system.	Ongoing
Form review panels for awards	End of May
Collaborate with TTRA Canada head office re receipt of applications and distribution of the applications and assessment forms for panel members indicating award criteria and point values to panel members	June-July
Receive assessments from panel members	August
Inform applicants of panel decision & work with award winners on arrangements for the Conference	Early September
Chair the Awards lunch at the Conference	October
Working with the Conference Chair(s), ensure the organization of and volunteer commitment to administer the conference evaluation	April-October
Maintain and update database of universities/colleges with tourism programs	On-going
Work with the conference committee to develop the conference program	April - October

Academic and Practitioner Program Chairs:	Timeframe
Prepare and circulate the Call For Participation with themes and sub-themes	BOTH (February)
Respond to enquiries regarding the Call For Participation	BOTH (Feb – June)
Form referee panel for double blind submissions	AC (March – June)
Manage the double blind review process including circulation of submissions and receipt of assessments for Refereed and Non-Refereed Papers.	AC (March – June)
Review & approve submissions for inclusion in the program. Advise authors/presenters, and confirm program info as required (name, affiliation, presentation summary, etc.)	BOTH (June-July)
Collect presenter abstracts & bios for website and to finalize program content	BOTH (July-August)
Line up papers and presentations into concurrent sessions for program	BOTH (July – Aug)
Find and organize a moderator for each session and provide them with the appropriate introductory material (abstracts, biographies, etc.)	BOTH (Aug - Sept)
Compile Conference Proceedings and work with the local committee to ensure production and distribution. Provide a copy to the Secretariat for archives.	BOTH (Aug-Sept)
Work with partnership chair, local committee, graphic designer and printer to finalize hard copy of the program. This includes providing session information (summary, author/presenter information and moderator name, etc.) to the designer to draft the content. Review content.	BOTH (Aug-Sept)

CONFERENCE PROGRAM COMMITTEE
(Practitioner & Academic Program Chair, Host Committee Representative)

Mandate: responsible for initiating and finalizing the conference program

- Find a person / company to design and layout the program. Needs to use an Illustrator or In-Design program (or similar) in order to incorporate ads, colours and bleeds for print-ready file. For the past few years, TTRA-Canada has used Louis Duarte, an independent designer based in Toronto. He is good to work with, but has a day job, thus is only available some evenings. His attention to detail is okay, but all communications are via email, which often makes it difficult to convey exactly what you are asking for.
- Once a designer is secured, you will need to work with him/her to determine size, colour and layout of program, with associated costs. In the past we have used very limited colour specifications in order to reduce costs and limit the pressure on the designer; however, this makes it much more difficult to manage the ads submitted by the partners. (NOTE: In the past, we have used an 8.5x11 booklet style program, which actually means that the pages are 11x16 What this means is that the number of pages in the program needs to be dividable by four if this is the layout style you opt to use.)
- Once the layout is confirmed, work with the Partnership Committee to advise partners of the size and colour specifications for their ad(s). Set a deadline for submission at 4-6 weeks prior to the conference (depends of the availability and time commitment of the designer). This ensures that the designer will have ample time to deal with any submission challenges. Post received ads on your or the designer's ftp site as you receive them
- Ensure that the Partnership Committee collects all logos from the partners immediately upon learning of their commitment, with a final deadline of 4-6 weeks prior to the conference. You will need a web version (jpg or gif) AND a print version (eps). Send the web versions to the Secretariat for posting on the website, and the post the print version to your or the designer's ftp site. Make sure you inform the designer of the placement for the logo (i.e. platinum, gold, silver, bronze, student award sponsor).

MARKETING AND COMMUNICATIONS COMMITTEE

Mandate: Responsible for the development, maintenance and distribution of all TTRA Canada promotional and marketing initiatives, including membership/marketing kit, chapter website updates, aATTRAction newsletter, conference promotional materials, and the Silent Auction.

Responsibilities:	Timeframe
Prepare conference promotional material to be distributed at selected conferences and meeting (i.e. MRIA, TTRA International), and arrange for electronic posting on various organization/association calendars (i.e. MRIA, TTRA International, DMO calendars TIAC, etc.)	End of May
aATTRAction: Gather articles from members, contact designer to arrange cost and deadline for submission, review draft	April/Nov
aATTRAction: Send final copy to Secretariat for member distribution	March/June/Dec
Liaise with the Secretariat to ensure the membership kit and the website are kept up to date.	On-going
Organize and manage Silent Auction at annual conference	May-October

TTRA-CANADA ADDITIONAL SUPPORT

SECRETARIAT

Mandate: To provide administrative functions to the Chapter and act as the main contact point for the organization. (Full role is described in MOU)

Act as the main contact point for members via email and telephone
Working with the 1 st VP, ensure that the master copy of the membership list is kept up-to-date. Ensure that welcome messages are sent out as new members join the Association.
Maintain the content of the chapter website
Maintain current contact information for board members. Ensure that updates are distributed to board members and TTRA International
On direction of the Board, distribute member communications including electronic newsletters, conference notifications, election forms, etc.
Collaborate with the Awards Program coordinator regarding receipt and distribution of applications
Prepare annual Accountability Report as required by TTRA International
Provide event management services, including online conference registration, preparation of name badges and delegate list, processing revenues and expenses, invoicing partners, etc.
Reimburse TTRA International for memberships paid through the chapter conference
Work with the Treasurer to maintain all financial records for the organization including: year to date statements; annual budget; invoices, bills, bank records, etc.
Working with the Treasurer, ensure that all corporation documents are filed appropriately each year (Annual Form 3, Tax Return, GST Filing).

CANADIAN TOURISM COMMISSION RESEARCH COMMITTEE REPRESENTATIVE

Mandate: to represent TTRA Canada at the CTC Research Committee meetings at TTRA Canada's expense. The representative is appointed by the president on an annual basis.

Responsibilities:	Timeframe
attend the meetings of the CTC research committee on behalf of TTRA-Canada	2X yearly
attend any special session meetings (as applicable)	As required
attend any other working group meetings where possible	As required
represent the membership in voting situations	As required
participate and share TTRA Canada member perspective to all discussions	As required
submit a written summary of the meetings for inclusion in eNews or aTTRAction	2x yearly
submit report for subsequent TTRA board meetings	2x yearly
present CTC RC update at AGM	October