

TTRA CANADA BOARD ROLES AND RESPONSIBILITIES (2012)

A. Executive Team

CHAIR (Jennifer Hendry)

Mandate (Article 5.2 TTRA Canada By-law):

The Chairman of the Board has the responsibility of maintaining continuity of activities from one year to the next and providing a liaison between Officers and Directors of the Association.

Responsibilities	Timeframe
Ensures continuity of effective chapter leadership. Provides a smooth transition of officers by transferring all information related to the operations, financial files and chapter records to the in-coming President (prior to the new Board assuming office)	November & December
Provides guidance and support to the executive committee	Ongoing
Completes and submits the Chapter-of-the-Year Award application	March 31
Coordinates all aspects of TTRA Canada's annual election for the Board of Directors	Sept/Oct
Works with the Secretariat to prepare and distribute nomination forms to the membership via the conference and electronically	August and December
Prepares articles regarding board positions and nomination information, and the election results for aTTRAction	Nov / Dec
Works with the Secretariat to manage Board nomination process (receives nominations, ensures validity of nominees, counts votes, etc.)	December
Advises all candidates of results. Informs Board members, TTRA International & Secretariat	December
Attends executive meetings as necessary	Ongoing

NB: The Chairman (Chairperson) of the Board has the right to vote, as an Officer of the BOD.

PRESIDENT (Denisa Georgescu)

Mandate (Article 5.3 TTRA Canada By-law):

The President is the Chief Executive Officer of the Association and will preside at all meetings and appoint all Committee Chairpersons and members, subject to such procedures as are from time to time set out by the Board.

Responsibilities	Timeframe
Responsible for overseeing the overall operations of the Chapter	January to December
Acts as the signatory for Association	January to December
Submits an Annual Report to TTRA	When requested
Submits updates on Chapter news to the TTRA International eNewsletter	Approx. the 15 th of Feb, May, Aug., and Nov.
Manages relationship with TTRA International	Ongoing
Manages and tracks Board member activities	Monthly
Represents TTRA Canada (or designates the First VP) where necessary	As required
Prepares board meeting agendas with input from executive committee, and sends to Secretary-Treasurer for distribution	10 days prior
Welcomes delegates to conference during opening remarks	At the Fall Conference
Presides all Board meetings, including the annual AGM, where it presents Board update	As scheduled
Manages the TTRA-Canada Secretariat (TIAC), reviews and approves quarterly time reports, and reports on Secretariat activities at board meetings	Ongoing

NB: The President, as the Chair of the meeting, votes only in the case of a tie.

1ST VICE PRESIDENT (Richard Leigh-Bennett)

Mandate (Article 5.4 TTRA Canada By-law): The 1st Vice President assists the President whenever required and will assume the duties of the President in his/her absence.

Responsibilities	Timeframe
Manages all aspects of Chapter membership and acts as the association liaison for the chapter and/or any other duties as required by the President	Ongoing
Prepares and distributes RFP to potential conference destinations (2 yrs in advance), and secures partnership monies from successful host destination.	Feb / March
Prepares a report to the Board summarizing pros/cons of each proposal	April / May
Works with the Secretariat and International to maintain an up-to-date member list	Ongoing
Reviews/updates membership material as necessary	March
Prepares membership report for each board meeting and the AGM	Quarterly
Manages service contracts and MOUs with external organizations (TORC MRIA, Parks Canada, etc.), and organizes events/programs with other associations	Ongoing
Attends executive committee meetings and fills in for President	As necessary

2ND VICE PRESIDENT (Statia Elliot)

Mandate (Article 5.5 TTRA Canada By-law): The 2nd Vice-President will assist the 1st Vice-President whenever required and assumes the duties of the 1st Vice-President in his/her absence.

Responsibilities	Timeframe
Manages all aspects of the annual Chapter conference	Ongoing
Organizes the annual conference and/or any other duties as required by the President.	As needed
Assists with the recruitment of the Chapter Conference organizing committee	Jan / Feb
Assists local committee with planning and acts as the liaison for the Board (present updates to Board regularly)	Ongoing
Acts as liaison between Board and Event Management team (presents updates to Board regularly)	Ongoing
Organizes meeting for Canadian delegates at TTRA International Conferences (outside Canada): <ul style="list-style-type: none"> a. Requests TTRA International delegate list of Canadian delegates b. Sends out meeting information to Canadian delegates c. Sets agenda for meeting d. Orders room from TTRA International e. Orders refreshments from hotel f. Arranges any sponsorship required to cover the cost of refreshments g. Chairs and presents update on Chapter activities 	May / June
Attends executive committee meetings and fills in for 1 st Vice President	As necessary

SECRETARY/ TREASURER (Neil McInnis)

Mandate (Article 5.6 TTRA Canada By-law): The Secretary-Treasurer is responsible for overseeing all financial and administrative affairs of the Association, within the framework of fiscal controls as adopted by the Board.

Responsibilities	Timeframe
Signs any required documents for operational purposes, including day to day finances; ensures that the association remains administratively and financially sound	Ongoing
With the President, develops and distribute agenda and other documentation for Board Meetings (10 days in advance). Liaises with Secretariat to prepare financial statements for meetings. Works with the local board member to arrange meeting logistics. Takes minutes at the meetings and send to Board & Secretariat. Records Action Items and send to Board within 15 days following the meeting	Jan / Feb May / June Oct / Nov
Develops AGM agenda in consultation with the Executive, and works with the Secretariat to prepare the annual financial statements. Works with the conference organizer(s) to print and distribute AGM Documents (agenda, financial statements, past AGM Minutes). Takes minutes at the AGM & send to Board & Secretariat	Oct / Nov
Works with the President and Secretariat to approve expenses and signs cheques. Ensures maintenance of all financial records for the organization including: year to date statements; annual budget; invoices, bills, bank records, etc.	Ongoing
Ensures the completion of an annual financial compilation and report to the board at each meeting and to the membership at the AGM	Ongoing
Submits an Internal Audit report	Biennial (August 31 on even years)
Working with the Secretariat, ensures that all corporation documents are filed appropriately each year (Annual Form 3, Tax Return, GST Filing)	As required
Attends executive committee meetings	As necessary

B. Secretariat Services (Adrienne Foster)

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

Responsibilities	Timeframe
Acts as the main contact point for members via email and telephone	Ongoing
Working with the 2 nd VP to ensure that the master copy of the membership list is kept up-to-date. Ensures that welcome messages are sent out as new members join the Association	Ongoing
Maintains the content of the chapter website	Ongoing
Maintains current contact information for board members. Ensures that updates are distributed to board members and TTRA International.	Ongoing
With direction from the Board, distributes member communications including electronic newsletters, conference notifications, election forms, etc.	Ongoing
Collaborates with the Awards Program coordinator regarding receipt and distribution of applications	Ongoing
Works with the President to prepare annual Accountability Report as required by TTRA International	Due March 31
Provides event management services, including online conference registration, preparation of name badges and delegate list, processing revenues and expenses, invoicing partners, etc.	Prior to Fall Conference
Reimburses TTRA International for memberships paid through the chapter conference	Quarterly
Works with the Secretary/Treasurer of the Board to maintain all financial records for the organization including: year to date statements; annual budget; invoices, bills, bank records, etc.	Ongoing
Works with the Financial Officer (TIAC) to ensure that all corporation documents are filed appropriately each year (Annual Form 3, Tax Return, GST Filing).	Jan-March

NB: This function is provided by a TIAC staff, as part of our TIAC-TTRA MOU

C. Board Committees

MEMBERSHIP & MEMBER RELATIONS (M&M) COMMITTEE (Richard, Kelly, Michel, Heather)

Mandate: To assist with membership tracking, and with the membership development and recruitment program.

Responsibilities	Timeframe
Conducts a survey to help assess member satisfaction and explore/identify new benefits/initiatives.	Biennially Nov / Dec
Explores and develops new member benefits where possible, and sends them to TTRA Secretariat to be uploaded on the Web.	Annually
Performs other ad-hoc tasks membership-related, as requested by the Board.	Ongoing
Works with the First VP in reviewing, maintaining, and updating membership lists and other membership-related material.	Ongoing
Works with TTRA Secretariat to inform the Board on non-renewals.	Ongoing

NB: In general, the M&M Committee includes an Academic Sub-committee, preferable with Academic members (see below).

Academic Sub-committee Responsibilities	Timeframe
As necessary, updates the Gordon Taylor Undergraduate, DMAC Graduate, and Peter Williams Ph.D. student award descriptions, deadlines, and assessment forms. Provide edited information to Secretariat to ensure website is current.	January-March
Develops the call for applications and circulates to the membership (via Secretariat), academic lists and other relevant vehicles.	February
Responds to enquiries about award terms and conditions Address issues raised regarding the Awards system.	Ongoing
Ensures award cheques and certificates/plaques are prepared for presentation to the winners at the conference.	Early Sept.
Forms review panels for awards.	End of May
Collaborates with TTRA Secretariat 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
Working with the Conference Chair(s), ensures the organization of and volunteer commitment to administer the conference evaluation.	April-October
Maintains and updates database of universities/colleges with tourism programs.	On-going

MARKETING & COMMUNICATIONS COMMITTEE (Claude, Jennifer, Michaela; conference related material: Neil, Rick)

Mandate: Responsible for the development, maintenance and distribution of all TTRA Canada communications, including website content, aTTRAction, and conference promotions.

Responsibilities	Timeframe
Prepares conference promotional material to be distributed at selected meetings (i.e. MRIA, TTRA International), and arrange for electronic posting on various websites/ calendars (i.e. MRIA, TTRA International, DMOs TIAC, etc.)	May to Sept
Gathers aTTRAction articles from members, arranges fees and deadlines with the designer, review and edit drafts. Sends final copy to Secretariat for distribution.	Quarterly
Collaborates with the Secretariat to ensure the member kit and website are up-to-date	On-going
Organizes and manages the Silent Auction at the annual conference, including preparation of appropriate signage. Works with the local committee/event manager to have signage printed.	June to Oct

CONFERENCE PROGRAM COMMITTEE (Kelly, Neil, Rick, Sarah, Statia)
(Practitioner & Academic Program Chair, Host Committee Representative)

Mandate: Responsible for initiating and finalizing the conference program

Responsibilities	Timeframe
Finds 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.	By Aug.
Works with the designer to determine size, colour and layout of program, with associated costs. <u>NOTE:</u> 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. 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.)	July to Oct.
Works with the Partnership Committee to advise partners of the size and colour specifications for their ad(s). Sets 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. Posts received ads on own or the designer's ftp site as received.	July to Oct.
Ensures 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. Needs a web version (jpg or gif) AND a print version (eps). Sends the web versions to the Secretariat for posting on the website, and the print version to own site or the designer's ftp site. Makes sure to inform the designer of the placement for the logo (i.e. platinum, gold, silver, bronze, student award sponsor).	Aug. to Oct.

PARTNERSHIP/SPONSORSHIP COMMITTEE (Dave)

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

Responsibilities:	Timeframe
Updates partnership package & circulates to Board for review	February - April
Develops annual partnership goals including list of contacts	March - April
Contacts potential partners to explore opportunities	Throughout the year
Confirms conference partners, payment and deliverables. Prepares partnership agreements and forwards invoicing information to Secretariat.	Ongoing – end in September
Tracks and delivers partnership deliverables before, during and after conference	June – October
Collects logos from the partners for web (jpg or gif) AND print (eps). Sends the web versions to the Secretariat for posting on the website, and ensures the program designer receives the print version. Informs 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. Works with the Conference Program Committee and reviews program for accuracy and placement	Ongoing – end in September
Prepares and distributes a “thank you” package for each conference partner immediately after the event	November