



Board Member Manual Summary

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Requirements & Responsibilities of the Board of Directors

1. Purpose of the Position:

Collectively, the Board of Directors assumes philosophical, legal and financial responsibility for all ROOST activities. The Board of Directors shall advise and consent on all ROOST policy, approve the annual budget, approve membership policy and fees and approve the overall goals of the DMO.

2. Each Board Member Should Have:

- A particular interest in, and basic understanding of, ROOST's purpose and objectives.
- Experience and/or knowledge in one of the following areas: business administration, finance, advertising/marketing/public relations, tourism, economic development or other area of expertise in general business and industry which allows contribution to the overall objectives of ROOST.
- A commitment of 2 – 4 hours per month to prepare for and attend ROOST meetings, committee meetings and to participate in other appropriate ROOST activities.
- The commitment to make decisions based on the best interests of the organization.

3. Joint Responsibilities:

Board members are jointly responsible for:

Administration:

- Adopting policies which determine the purpose, governing principles, functions and courses of action for ROOST
- Guide ROOST functions in accordance with the By-laws and other policies adopted by the Board of Directors
- Working to insure that ROOST fulfills all legal requirements in the conduct of its business and affairs.

Finance:

- Approving the annual operating budget and monitoring the finances of ROOST
- Prioritizing plans that provide the funds required for ROOST to meet its objectives
- Authorizing an annual audit
- Scrutinizing the DMO's operations with the aim to insure compliance with the fiscal policy developed and approved by the Board
- Reviewing and assuming responsibility for all expenditures necessary for the operation of the DMO outside the scope of the annual budget, which shall be administered by the President.

Advocacy:

- Support ROOST's mission, purpose, and objectives and activities by participating in activities for the community
- Giving sponsorship and prestige to ROOST and inspiring confidence in its activities
- Serving as advocates for ROOST, related to local and regional elected officials, community leaders and other entities

Evaluation:

- Regularly reviewing and evaluating the DMO's standards of performance
- Monitoring the DMO's activities
- Counseling and providing good judgment on plans of committees to the President/CEO.

Personnel:

- Making recommendations to the Chairman of the Board on the selection, hiring and evaluation of the President/CEO
- Advising and consenting to policies governing personnel administration.

4. Individual Responsibilities:

A responsible ROOST Board member should:

- Encourage other Board members to express their opinions openly in all Board meetings.
- Support Board decisions even when he or she may differ personally with the majority decision
- Understand the mission of ROOST and promote the goals and activities of the DMO to his or her own constituent groups and the community as a whole
- Become familiar with all materials, information issues and documents relating to the DMO and its operation, especially those relating to financial matters
- Prepare for and attend Board meetings as scheduled and at other times when called. Absence from more than three meetings in a year without compelling reason shall constitute just and proper cause for removal from the Board;
- Attend the annual planning retreat for the Board of Directors
- Serve as an active member or chairman of at least one Board task force and attend the task force's meetings as scheduled
- Attend activities, programs and workshops sponsored by the DMO as frequently as is reasonably possible;
- Contribute knowledge and/or time to the DMO when needed and appropriate
- Be willing to assume a leadership role with ROOST as an officer, task force chairperson or other position when requested
- Not become involved with the day-to-day administration of the DMO, respecting the need for the President to be the Bureau's chief executive officer—reporting only to the Board Chair
- Offer opinions and insights honestly and with an open mind, without reservation and in a constructive way, with a desire to accomplish the best for the Board
- Not commit more time to the Board than can be realistically afforded or fulfilled
- Promote unity within the Board and seek to resolve any conflicts of the Board

Name: _____ **Date:** _____