



Ohio Travel
ASSOCIATION

OTA Board Member Job Description

TITLE:

Member, OTA Board of Directors

REPORTS TO:

Board President

PURPOSE:

To serve the board as a voting member; to develop policies, procedures and regulations for the operation of OTA and Heartland Travel Showcase to monitor finances of the organization, its programs and performance.

TERM:

Three years, election at Annual Meeting; term ends at Annual Meeting.

MEETING ATTENDANCE:

- Mandatory to attend board meetings as scheduled (4)
- Attend standing committee meetings
- Serve on or co-chair at least one standing committee
- Attend board retreats, regional meetings, annual meeting/fall conference and other OTA activities
- Attend and participate in special events

OBLIGATIONS OF THE BOARD:

- Establish policy
- Secure adequate funds
- Monitor finances
- Maintain and update long-range plans

SPECIFIC DUTIES:

- Active board participation
- Be well-informed on issues and agenda items in advance of meetings
- Contribute skills, knowledge and experience when appropriate
- Listen respectfully to other points of view
- Participate in organizational decision-making
- Assume leadership roles in all board activities, including sponsor development
- Represent the organization to the public and to private industry
- Serve the needs of the OTA membership



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Application for Nomination to the OTA Board of Directors

Thank you for expressing an interest in board service for The Ohio Travel Association. As the largest tourism industry association in the State of Ohio, The Ohio Travel Association offers you the opportunity to become involved in shaping the exciting future of Ohio's travel and tourism industry.

Individuals who wish to be considered for the board agree that if elected, they will attend four board meetings annually and one two-day board retreat. Board members are also asked to serve on one standing committee.

Please complete the following questions and return this form to the OTA Office.

Name _____ Home Phone _____

Company _____ Title _____

Address _____

Business phone _____ Email address _____

Business fax _____ Mobile phone _____

Please check the following areas where your education or skills could contribute to our board:

- | | | |
|--|--|--|
| <input type="checkbox"/> accounting | <input type="checkbox"/> marketing | <input type="checkbox"/> community relations |
| <input type="checkbox"/> management | <input type="checkbox"/> legislative relations | <input type="checkbox"/> public speaking |
| <input type="checkbox"/> media relations | <input type="checkbox"/> sponsor development | <input type="checkbox"/> member recruitment |
| <input type="checkbox"/> investment | <input type="checkbox"/> education | <input type="checkbox"/> strategic planning |
- other (please specify) _____

What are the main responsibilities of your current job position? _____

What boards, tourism or community activities are you or have you been part of? _____

Please attach a separate page with a paragraph describing your interests in serving on the OTA Board. Include any qualifications for this position not mentioned elsewhere. (This information could be edited and will be distributed to OTA members prior to the election.)

Print Name _____

Signature _____

Date _____