



## **NATIONAL BOARD DUTIES**

The following positions are apportioned by the board to its members following the AGM election. The first four – president, vice president, treasurer and secretary – are the board executive.

### **PRESIDENT:**

The President chairs all meetings of the Board of Directors and all national meetings of the association, if possible. In the President's absence, the Vice-President or another member of the board may serve in this capacity. The President is responsible for the general management and supervision of the affairs and operations of the Association. This task involves serving as the primary point of contact for TMAC's management company, reviewing all committee reports and statements, and delegating duties to committee chairs or other members of the Board or of the Association, as required. The President, by tradition, is a media member.

### **VICE PRESIDENT:**

The Vice-President fulfills the President's functions in the President's absence. The Vice President co-chairs the TMAC Conference & AGM Committee. In this role, he/she works closely with TMAC's management company and with the host destination to coordinate TMAC's National Conference and AGM.

### **TREASURER:**

Elected by the membership and appointed by the Board, the Treasurer is a Director and Signing Officer of the organization and the financial gatekeeper for TMAC. The Treasurer works with the management company to ensure that accounts of all income and expenses for the Association are maintained, bank deposits made, bills paid, and produces regular quarterly reports for the National Board and all members on the Association's financial transactions and financial position. The Treasurer also chairs the Finance Committee and develops an annual budget for the Association and presents it to the National Board for approval. The Treasurer is responsible for presenting and explaining the audited financial statements at the Annual General Meeting.

### **SECRETARY:**

Elected by the membership and appointed by the Board, the Secretary is a Director and Signing Officer of the organization. The Secretary prepares, and works with TMAC's management company to distribute all notices required to be given to members and directors. The Secretary records and distributes minutes of National Board meetings and the Annual General Meeting, and is also responsible for safeguarding all books, papers, records, correspondence, contracts and other documents belonging to the Association.



### **MEMBERSHIP CHAIRS (2):**

The two membership chairs - one for media and one for industry - review membership applications from potential applicants in their respective areas. They check references, clips and other material to ensure applicants meet the membership criteria of the Association. The two membership chairs work with TMAC's management company to maintain an up-to-date membership list, issue press cards and welcome packages, and process mailings to members.

### **NOMINATING CHAIR:**

The nominating chair heads up a committee of three association members whose job is to ensure that there is at least one candidate for every board position coming vacant at the next AGM. The committee must provide the board with a written report, listing at least the minimum number of required candidates, not later than 45 days before the next election. The chair must be a board member whose term does not end at the coming election.

### **DIRECTORS AT LARGE:**

Members of the board may also be "Directors-at-Large," to be assigned duties and responsibilities as determined by the President and the rest of the Board.

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In addition to the above positions, which are held by members elected by the membership at the AGM, the national board also consists of:

### **CHAPTER CHAIRS (4):**

One Chapter Chair/President from each Chapter automatically becomes a member of the National Board and takes part in one National Board meeting in person each year, at TMAC expense assuming the budget permits. (Other meetings by conference call.)

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The following positions may be held by board members or may be assigned by the board to other association members.

### **COMMUNICATIONS CHAIR:**

The Communications Chair coordinates production of TMAC's monthly electronic newsletter, works with the National President to write and edit National Board messages to the membership, creates TMAC news releases, and handles requests from industry members to distribute news releases to TMAC's media members. The Communications Chair also coordinates production of the TMAC annual report.



### **PROFESSIONAL DEVELOPMENT CHAIR:**

The Professional Development (PD) Chair coordinates all national PD efforts, including seminars, panels and workshops offered at the national AGM and conference. This task includes gathering ideas for potential speakers, contacting speakers and finalizing speaking arrangements, and coordinating volunteers such as moderators. The PD Chair may also coordinate additional national PD activities throughout the year, such as online seminars.

### **HANDBOOK CHAIR:**

The Handbook Chair coordinates writing, editing and proofreading of the TMAC Handbook (formerly known as the TMAC Directory), which is printed and distributed by TMAC's management company.

### **TMAC AWARDS CHAIR:**

The TMAC Awards chair is responsible for the integrity of the annual awards, ensuring that qualified judges are found for all prize categories, and for the smooth functioning of the awards, including obtaining sponsors, overseeing the creation and distribution of promotional material and entry forms, processing of entries, their delivery to the judges and safe return, with the judges' verdicts. The awards chair also suggests additions to or deletions from the list of awards.

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The board may also create other positions as it deems fit for the proper functioning or improvement of the association.

### **GOVERNANCE COMMITTEE:**

The role of the Governance Committee is to ensure that TMAC operates as efficiently and effectively as possible within the Association's bylaws. It reviews and drafts proposed bylaw changes prior to presenting them to the membership at the AGM. It oversees the development and implementation of policies and procedures pertaining to TMAC's operations and ensures that the Code of Conduct for TMAC Board members is adhered to.

### **FINANCE COMMITTEE:**

The Finance Committee works with TMAC's Treasurer to develop and implement an annual budget for the Association. It oversees the development and implementation of the Association's financial policies and procedures. The committee also develops and oversees the implementation of longer-term strategies and projects to ensure TMAC's financial stability.