



**Duties and Responsibilities  
Of the  
Board of Directors**

The Board of Directors of the Spokane Regional Convention & Visitors Bureau is responsible for the programmatic and fiscal integrity of the corporation. They elect, evaluate and counsel the Chair, Vice Chair, Secretary and Treasurer, provide planning and guidance for the work of the organization, approve its policies, assist in securing the financial resources required to sustain and increase tourism programs, and share responsibility for effective recruiting and retention programs.

The specific responsibilities of the directors include:

1. All board members must be Partners in good standing of the SRCVB.
2. Attend at least 75% of the monthly meetings of the full Board of Directors.
3. Service on at least one committee of the Board, either as the Chair or member, with the understanding that such responsibilities represent a commitment that will vary in meeting frequency. This will include the commitment to attend at least 75% of the regularly scheduled meetings of those committees and a demonstrated participation and contribution.
4. Active commitment in any annual fundraising campaign(s) to secure support for SRCVB from corporations, foundations, governments and individuals.
5. Active commitment to the success of the membership recruiting and retention program.
6. Active commitment to contribute to the success of SRCVB programs and projects such as: attendance and meetings at SRCVB programs, speaking at public forums and serving on special task forces.
7. Participate in establishing the policies and goals that will guide SRCVB's future.
8. Provide guidance on the development of employment, compensation, affirmative action and other personnel policies that will attract and retain a staff of exceptional quality.

Each potential Board member is asked to sign a commitment accepting the Duties and Responsibilities of the Board of Directors.

- Yes, I can meet these requirements and would like to be included in the Nomination Process.
- No, at this time I am unable to meet the requirements listed above.

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Printed Name

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Signature

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Date