

# MISSOURI TRAVEL COUNCIL

## REGIONAL DIRECTOR JOB DESCRIPTION

Number of Regional Directors: 20

Region Names and Respective Number of Directors: Chariton Valley (2), Kansas City (2), Lake of the Ozarks (3), Mark Twain (2), Osage Lakes (2), Ozark Heritage (2), Ozark Mountain (3), Pony Express (2), River Heritage (2), and St. Louis (3). The number of directors from each region was determined by board action and was based on the number of total members from each region.

Number/Location of Meetings: There will be four (4) board meetings per year and an Annual Membership Meeting.. Locations tend to vary; however, most meetings are held in conjunction with other MTC functions, i.e., Joint Meeting Planners Trade show, Capitol Day for Tourism, Educational Workshops, Governor's Conference on Tourism, etc.

Term of Office: Two years, with terms staggered between board members.

### **RESPONSIBILITIES:**

1. **Attend each board meeting.** The Bylaws state (Article V, Section 3) that if any Board Member is absent from three (3) successive regularly or specially called Board Meetings, other than for illness or other reasonable cause so reported to the President, then the Executive Committee may determine there is a vacancy on the Board and a new Director shall be appointed by the President to serve until the next board meeting, at which time the board of directors shall nominate and elect a new Director to serve out the unexpired term.
2. **Serve on Committees.** The President may appoint Board Members to serve on various committees. Each committee has a Chairperson (or Co-Chairs) who is/are appointed by the President. A budget has been set for each committee function and must be adhered to. Committee leadership is not limited to Board Members. It is recommended that active members of the association serve on these committees.

The following committees currently exist:

Missouri Showcase Committee -- This committee plans and coordinates all aspects of the annual Showcase Fam Tour and Marketplace. this committee meets several times throughout the year and plans this event with partnering assistance from the Missouri Division of Tourism.

Bylaws Committee -- This committee will review the Bylaws at a time when the Board of Directors deems it is necessary to amend them.

Bank Travel Exchange Committee – This committee will plan and coordinate all aspects of the annual Bank Travel Exchange.

Membership Committee – This committee will develop and execute a plan to build the membership of the organization.

Alternate Income Committee – Plan and coordinate special projects with a goal of raising money for the organization.

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Legislative Committee - This committee will assist the Legislative Consultant in grassroots action by the Missouri Travel Council on legislative issues. This committee will also oversee the Capitol Day for Tourism Event.

Educational Conference Committee - This committee oversees the planning and coordination of educational workshops. Responsibilities include selection of topics, speakers, site, meals, etc.

Meeting Planners Tradeshow - This committee oversees the planning and coordination of the Meeting Planners Tradeshow held jointly with the Missouri Society of Association Executives and the Society of Government Meeting Professionals.

Missouri's On the Move - This committee oversees the planning and coordination of the caravan marketing trip. It is their responsibility to select the sites to be visited, plan the functions being held and coordinate the entire event.

Tourism Auction - This committee oversees the Tourism Auction scheduled at the Governor's Conference on Tourism. It is their responsibility to obtain donations and schedule and coordinate the event.

Other committees and/or task forces as needed may be appointed and might include Public Relations and Long-Range Planning.

3. **Hold Regional Meetings:** It is the responsibility of the Regional Director to plan and execute at least two meetings a year in his/her respective region. Mailing labels may be obtained from the Missouri Travel Council office.
4. **Coordinate Regional Caucus Meeting.** It is the responsibility of the Regional Director to lead a Regional Caucus meeting at the Governor's Conference on Tourism for the purpose of discussing issues of concern and provide an opportunity for regional networking.
5. **Prepare Regional Reports:** A regional report is to be turned in to the Executive Director at each board meeting.
6. **Other Duties:** Board Members may be asked to research specific areas and report back to the Board on issues of importance to the board. Board Members may also be asked to contact their legislators to actively lobby on an issue on behalf of the Missouri Travel Council. These issues are usually time sensitive and must be carried out immediately upon request.