

Alberta Hotel & Lodging Association Board Member Position Description

Authority and Responsibility:

The Board of Directors is the legal authority for the Alberta Hotel & Lodging Association (AHLA). As members of the Board, Directors act in a position of trust for the membership and are responsible for the effective governance of the association.

Requirements:

1. Commitment to the mission, values, and work of the AHLA.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy.
3. Willingness to serve on committees.
4. Attendance at Board meetings and meetings of assigned committees.
5. Attendance at the Annual General Meeting.
6. Attendance at membership meetings.
7. Support and attendance at regional meetings, annual convention & trade show, and other meetings as requested.

Term:

Directors are elected by the membership for a two year term.

General Duties

With the support of the President & CEO, it is the responsibility of each director to ensure they are fully informed on organizational matters so that they can participate in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

Directors are responsible to:

1. Support the AHLA's mission & values and those of the Board of Directors.
2. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
3. Monitor all Board policies.
4. Review the bylaws and policy manual, and recommend bylaw changes to the membership.
5. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
6. Participate in the development of the AHLA's organizational plan and annual review including serving on working committees.
7. Approve the AHLA's annual budget.
8. Approve the hiring and release of the President & CEO, including their employment contract, based on the recommendation of the Personnel Committee.
9. Support and participate in evaluating the President & CEO.
10. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the AHLA's mission.

Evaluation

Directors are asked to evaluate their own performance and that of the AHLA board as a whole annually.

Our Vision

To be the leading voice and resource for Alberta's tourism and hospitality industry, offering relevant programs and services to a growing membership.

Our Mission

Our purpose is to support our members and strengthen Alberta's Tourism and Hospitality Industry.

Through our *Four Pillars* of Tourism Marketing, Member Value Programs, Human Resource Development and Government Relations we strive to provide programs and services that enhance the economic prosperity and social fabric of our industry.

Board Values

Accountability

We are ***accountable*** for our thoughts, words and actions as members of the AHLA's Board of Directors. We are ***accountable*** to members for our decisions and for the AHLA's resources & actions.

Engagement

We are committed to the AHLA, its mission and its members. We ***engage*** actively in meetings, events and initiatives, using factual information along with our own knowledge and experience for the benefit of the members, our association, and the industry as a whole.

Integrity

We act with ***integrity*** in our professional and board activities. We are honest, straightforward and fair in our dealings. We strive to demonstrate respect in all our actions.

One Voice

The authority our members have given us sits with the board as a whole. When decisions are made, the Board speaks with ***one voice***.

Knowledge Based Decision Making Model

1. What do we know about the current realities & evolving dynamics of the AHLA's environment that is relevant to this decision?
2. What do we know about the capacity & strategic position of the AHLA that is relevant to this decision?
3. What do we know about our members' & stakeholders' needs, wants and preference that is relevant to this decision?
4. What are the ethical implications of our choices?