

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. Directors are elected by the membership for a two year term, and represent all AHLA members, regardless of the region in which they were elected or acclaimed.

Key Attributes:

- Ability to think strategically and analytically, and to communicate effectively.
- Have earned the respect of other AHLA members, with a reputation for emotional maturity, personal integrity, and honesty.
- Ability to work well with others as a member of a collaborative group that has group decision making authority, and an understanding of the fiduciary duties of loyalty, care and obedience.
- Appreciation of the difference between governance and management.
- Understanding of Alberta's tourism and accommodation industry.

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. Attendance at Board, committee and member meetings, as well as the Annual General Meeting.
4. Participate in member engagement activities, such as inviting AHLA staff to attend a regular meeting of your local hotel association, facilitating a meeting with hoteliers in a particular region, or visiting AHLA members with the AHLA's Business Development Manager.

General Duties:

Directors are responsible to:

1. Understand and support the AHLA's vision, mission & values.
2. 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.
3. Participate in the development of the AHLA's strategic and business plans through committee work.
4. Using the AHLA's Knowledge Based Decision Making model, make decisions based on recommendations from the Board, its committees and senior staff.
5. Approve the AHLA's annual budget and business plans.
6. Approve the hiring and release of the President & CEO, based on the recommendation of the Personnel Committee. Directors are expected to participate in the President & CEO's annual evaluation.
7. Maintain effective relations among the Board, committees, staff, and community to support the AHLA's mission.

Evaluation:

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

AHLA Vision, Mission & Values

Our Core Focus

Our purpose: Helping our members prosper.

Our niche: Bringing together Alberta hotels.

Our Core Values

We live with *integrity*.

We take pride in *servicing*.

We embrace *challenge*.

We are *stewards*.

We have *fun*.

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 implications of our choices?