

OACVB Policies & Procedures

1. The importance we place on OACVB will be reflected back on the importance people place on us.
2. The OACVB board will meet monthly via teleconferencing except for the months of July and August.
3. All minutes from the board meeting will be placed on the OACVB web site and the membership notified of their posting
4. OACVB will have two conferences. The Winter Conference will be in Portland during early December. The Spring Conference will move around the State and be in June. The conferences will be hosted at resorts or at the most attractive property in accordance with the importance of the OACVB group
5. The appointment of the Executive and Board will be for a two year period with a reconfirmation at the mid-way Spring Conference
6. The President must be willing to take a leadership role in the tourism community of Oregon and to attend functions, make speeches and generally promote the importance of CVBs to the State
7. The Policy regarding the Executive Director is explained by the contract entered into by the Executive Director and the Board
8. Communication to the membership should be done via the web site with notification through email. Time sensitive information should be done through email either by the President or by the Executive Director
9. Agenda, minutes and financials for the board teleconferencing call should be emailed by the Executive Director one week prior to the conference call
10. The Executive Director shall keep the corporate minute book and all other information which might be required by audit
11. New members should be welcomed by the President and the Executive Director or someone appointed by them
12. It should be the constant goal to increase the size of membership
13. It should be the goal of the board to constantly improve the quality of education found in the Winter and Spring conferences

14. Conferences should be priced to pay for themselves but should strive to improve the quality of speakers through paying for at least one in the Spring conference
15. Registration for conferences should be done on-line
16. OACVB should promote attendance at WACVB and DMAI