



## OACVB President's Handbook

### **Introduction:**

This handbook is written to help the incoming President of OACVB with their leadership role.

### **Duration:**

The term of OACVB President is two years. There is a re-confirmation vote at the annual meeting at the end of the first term where the board can ask a President not to continue for the second year or confirm the re-appointment. At this time the President may also request to be relieved of duties.

### **Role of President:**

In the position as President of OACVB your responsibility is the health and activity of the board of directors, running the board meetings (Robert's Rules), relating to the Executive Director and communicating with him/her the wishes of the board. The Executive Director works for the full board and not at the will of the President. (You can order a copy of Robert's Rules on Amazon.com)

The President should be visible in the tourism community and people should understand that he/she is President of OACVB. The OACVB President should appear throughout the year at as many tourism functions as possible. These include: OTC meetings, TICO meetings, OLA meetings and Governor's conference.

The President should be familiar with the Bylaws of OACVB and the Policies and Procedures of OACVB (included in this booklet).

### **OACVB Cycle:**

- |  |   |
|--|---|
| 1: Incoming President chooses a new slate of officers: | Feb/March                               |
| 1: Slate of New Officers presented to Board:           | April or May meeting                    |
| 2: Confirmation of New President:                      | Spring Conference                       |
| 3: Confirmation of New Officers:                       | Spring Conference                       |
| 4: Planning session for new year:                      | September Board Retreat & Board Meeting |
| 5: Winter Educational Conference                       | December, usually in Portland           |

6: Spring Annual Membership Meeting:

June, at a location selected by  
the Spring meeting  
committee

The new President will take over responsibilities mid way through the board meeting at the Spring OACVB conference. The past President will remain on the board and as part of the executive to help the new President in anyway possible.

The new President will present to the board his/her slate of offices to form the Executive. These include Treasurer, Secretary and Vice President. These are to be confirmed at the Spring OACVB Meeting. Any committee chair changes that the President wishes to propose to the board should also be done at the Spring meeting.

Committee Chairs should include:

Legislative Chair

Winter Conference Chair

Spring Conference Chair

TICO Representative (usually the President or Executive Director)

The new agenda for OACVB will be created at the Fall Board Retreat. This two day retreat usually takes place at a resort where the board plus any invited guests can have a place to think and plan out the year to come.

After the Fall Board Retreat the Executive Director will formalize the minutes from the retreat into an action plan for the year.

This action plan should be emailed to the membership at large and also placed on the OACVB web site.

This action plan will be the topic of the tele-conferencing board meetings along with committee reports especially the Legislative Committee. These board meetings are held at the discretion of the President but should be no less than every other month. The Executive Director has the information as to setting up the teleconferencing call.

All Board minutes must be kept in a corporate board book by the Executive Director and copies sent to the board and placed on the OACVB web site.

For speed of communications it is a good idea for the President to have all the membership place on email on his/her computer. Although the Executive Director keeps

such an email list there may be times when he is away and you are going to need to contact the membership.

The President is also responsible for preparing the OACVB annual report. This report is presented to the Membership at the Spring Annual Membership Meeting. It will be updated in the financial section at the close of the fiscal year June 30<sup>th</sup> and a final Annual Report mailed to all members in July or August by the Executive Director.

Lastly, it is the President's responsibility to provide leadership to the organization and to provide continuity in leadership. Part of that continuity is the expansion and continuation of this Presidents Handbook. Please improve and change this booklet as you see fit and pass it on the incoming President a few months prior to your departure as President.

Thanks, have a great term as President.

**OREGON ASSOCIATION OF CONVENTION & VISITOR BUREAUS  
BYLAWS**

ARTICLE I

Name and objective

Section 1

The name of this organization shall be the OREGON ASSOCIATION OF CONVENTION AND VISITOR BUREAUS, herein after called ASSOCIATION or OACVB.

Section 2

The objectives of OACVB shall be:

- A. To promote opportunities for the exchange of ideas and information concerning convention and visitor bureau management for study, discussions and publication;
- B. To develop efficient methods, procedures and techniques for managing common interests of convention and visitor bureaus;
- C. To promote the profession of convention and visitor bureau management, and to educate members of the public in the contribution and function of the convention and visitor bureau activity;
- D. To develop and encourage the practice of high standards of personal and professional conduct among executives serving the convention and visitor bureau field;
- E. To encourage and compile information on pending and adopted legislation affecting convention and visitor bureaus;
- F. To collect and disseminate statistics and other related information helpful to OACVB.

## ARTICLE II

### Membership

#### Section 1

Membership in OACVB shall be approved by the Board of Directors. Said approval to be based upon the criteria set forth by these bylaws.

OACVB is open to chambers of commerce and convention and visitor bureaus who are involved in the tourism industry.

- A. Active members may vote and hold office. Active members will designate one official representative and one alternate, if so desired by the Association. Any change in the status of this representation will be effective on the receipt of notice in writing from the bureau to the president and the OACVB office.

Bureaus within the same state and/or region shall be permitted to form caucuses with the Association to discuss and exchange information on pending and adopted legislation pertaining to convention and visitor bureaus. Any recommendations by these caucuses would be submitted to the board of directors of OACVB for approval to ensure compliance with the policies of the Association. Any financial impact resulting from the activities of these caucuses will be absorbed by the bureaus within the individual caucuses.

- B. The official representative shall have full and sole authority to represent their bureau in any of the activities and affairs of the association. Any commitments or agreements entered into regarding the affairs of this Association on behalf of their organization shall be binding thereon without recourse. The alternate representative shall have this authority in the absence of the official representative.

#### Section 3

A convention and visitor bureau of chamber of commerce is a not-for-profit civic organization designed to solicit and service desirable convention events and attract visitors to that community or area. It must be financially supported by more than one member, either by sale or individual memberships; contributions from a chamber of commerce or public allocations from a political subdivision or a combination thereof. Its officers, directors, and committee members must be elected or appointed by due process of law and serve without remuneration.

#### Section 4

Members shall file a membership profile with the Association, which verifies conformance with membership requirements. The statement shall be submitted on a form

provided by the Association. Membership statements will be updated periodically at the discretion of the association.

#### Section 5

Membership dues in this Association shall be set by the Board of Directors which may review the amount from time to time to make necessary changes, subject to the approval of a majority of the members, either at a regular annual meeting or by mail ballot. Dues shall be payable annually in advance.

#### Section 6

Membership Reinstatement: A former member having been canceled shall have the burden of proof of meeting the same requirements of membership as a new member.

### ARTICLE III

#### Board of Directors

#### Section 1

The Board of Directors shall consist of seven members including the President, Vice President, Secretary, Treasurer, Immediate past President, and two directors elected by the membership. Three members of the Board of Directors shall constitute a quorum.

These officials shall be elected annually by OACVB active members at the annual meeting of the Association. An OACVB active member shall be eligible to be an officer, or to vote in any election of such officer. Anyone who at the time of nomination and throughout the term of office is the official representative of a member bureau and for one year shall have been a participant in the affairs of OACVB shall be eligible to hold the office of President, Vice President, Secretary or Treasurer.

Anyone, who at the time of nomination and throughout the term of office is the official representative of a member bureau and for one year shall have been a participant in the affairs of OACVB, shall be eligible to serve as a director.

#### Section 2

- A. The President shall preside at all meetings of the Association; appoint committees as required to carry on the business of this Association and perform these duties of their office necessary to advance the objectives of this Association as set forth by these bylaws.
  - (a) The President shall have the authority to enter into contractual obligations on behalf of the Association only upon contract review and authorization by a majority of OACVB's Board of Directors.

- B. The Vice President shall act in the absence of the President. It shall be their duty to report to the Board of Directors for action, any delinquencies or infractions in the exchange of reports and information.
- C. The Secretary shall have the charge of the official correspondence of the Association. The Secretary shall keep a complete record of proceedings of all meetings and shall perform all other duties incident to the office.
- D. The Treasurer shall receive and disburse all funds and shall keep an accurate record of all accounts. The Treasurer shall perform all other duties incident to the office.
  - (a) All payments issued by OACVB shall require two signatures—that of the President and of the Treasurer. The Vice President or Secretary may sign in the absence of either the President or the Treasurer.
  - (b) Bills are to be paid from invoice only.

## ARTICLE IV

### Meetings

#### Section 1

The regular yearly meetings of the OACVB will be held in a place to be determined by the Association at the proceeding session. The dates of the meetings will be determined by the Board of Directors. The OACVB year is to begin on July 1.

#### Section 2

Special meetings of the Association may be called when in the judgement of the officers such meetings are deemed necessary.

#### Section 3

The Board of Directors shall meet at least once between annual conventions; other meetings are to be called at the discretion of the President, and notices of such meetings are to be mailed to the entire membership of the Association. A record of the proceedings of all Board of Directors meetings shall be mailed to all members of the Association.

#### Section 4

Only regularly salaried bureau or chamber of commerce managers in good standing and/or their paid staff shall be permitted to attend the designated closed business sessions of the Association, except instances where non-members are invited to participate.

## Section 5

Each member bureau or chamber of commerce in good standing shall have one vote.

## Section 6

Fifty-one percent (51%) of the total membership shall constitute a quorum to transact business at the annual, mid-year or special meeting.

# ARTICLE V

## Elections

### Section 1

- A. The election of the Board of Directors of the Association must be held at the regular annual meeting.
- B. Elective officers are President, Vice President, Secretary, Treasurer and two Directors.

### Section 2

At the first business session of the regular annual meeting, the President shall appoint a nominating committee consisting of a Chairperson and two members at large. The committee shall select candidates to fill elective offices and directorships and present their recommendations at the designated business session at the annual meeting, at which the election shall be held by the general membership.

### Section 3

Term of Office: OACVB officers shall serve for one year until their successors are elected and take office. The President, Vice President Secretary and Treasurer shall serve no more than two (2) successive terms in their respective offices.

### Section 4

Vacancies: If the office of President is vacated for any reason, the Vice President shall assume the office for the balance of the unexpired term. If the office of Vice President, Secretary, Treasurer or Director is vacated for any reason, the office shall be filled by election of the Board, providing they are designated active members.

## ARTICLE VI

### Amendments

These Bylaws may be amended or altered by a two-thirds vote of those present at any regular or special meeting, provided a quorum is present, and provided notice of the proposed change shall have been mailed by the Secretary to each member not less than thirty (30) days prior to the date of such meetings.

## ARTICLE VII

### Parliamentary Rules

The proceedings of the meeting of the OACVB shall be governed by and conducted according to the latest edition of Roberts' Manual of Parliamentary Rules, entitled "Roberts' Rules of Order."

## ARTICLE VIII

### Dissolution

OACVB shall use its funds only to accomplish the objectives and purposes specified in these Bylaws and no part of said funds shall inure or be distributed to the members of OACVB. On dissolution of OACVB, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, education, scientific or philanthropic, non-profit organization(s) to be selected by the Board of Directors.

Updated June, 1994

# **OACVB**

## **Policies & Procedures**

1. As a voluntary membership organization, OACVB is only as strong as its members want to make it. To that end, OACVB needs to value its members' needs and contributions and to encourage their involvement in the organization.
2. As a professional association, OACVB will strive for quality in its governance, operations, programs and conferences.
3. The OACVB Board of Directors will meet monthly -- either at a physical location or via teleconference -- except for the months of July and August.
4. Minutes from the Board of Directors' meetings will be placed on the OACVB web site and the membership notified of their posting.
5. It should be the constant goal to increase the size of membership.
6. The Board of Directors shall be elected annually but encouraged to consider a two-year commitment to maximize their effectiveness as directors.
7. The appointment of the Executive Director shall be for a two-year period with a reconfirmation at the annual Spring Conference. The Policy regarding the Executive Director is explained by the contract entered into by the Executive Director and the Board of Directors.
8. The President should 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.
9. Communication to the membership should be done, as much as possible, 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.
10. Agenda, minutes and financials for the Board of Directors' meetings should be emailed by the Executive Director one week prior to the meeting.
11. The Executive Director shall keep the corporate minute book and all other information which might be required by audit.
12. New members should be welcomed by the President and the Executive Director or someone appointed by them.

13. OACVB will have two conferences. The Winter Conference will be in Portland metro area during early December. The Spring Conference will be moved around the State and be in June. The conferences will be hosted at attractive facilities selected by the Conference Chair and approved by the Board of Directors. It should be the goal of the Board of Directors to constantly improve the quality of education offered in the Winter and Spring conferences.
14. Conference registration fees should be set to cover their costs while striving to improve the quality of speakers.
15. Registration for conferences should be encouraged to be done on-line whenever possible.
16. OACVB should promote attendance at WACVB and IACVB.
17. With regard to finances, checks shall be approved and signed by the Treasurer, or in the Treasurer's absence, the President.
18. On matters of public policy, the Board of Directors shall approve any final position. When involving legislative issues, the Legislative Committee shall make recommendations to the Board of Directors.
19. Members publicly representing OACVB shall be approved by the Board of Directors or, when not practicable, by the President.