HFTP GLOBAL BOARD OF DIRECTORS

NOTE: All Directors must be Principal, Agent, Allied or Education Members of Hospitality Financial and Technology Professionals.

Director Position Description

POSITION SUMMARY

The Board of Directors is the primary decision-making body of the association. The Board ensures the continuity of the association by planning for the future, establishing and reviewing major policies and programs that support the mission of the association, and by ensuring that the association is fiscally sound. The Board may delegate certain authorities and responsibilities to the executive committee. Each Director has the opportunity to raise the image and the standards of the hospitality industry. It is hoped that each Director will make lasting contributions and influence events occurring within the industry.

The term of office for Directors is three years and shall begin upon adjournment of the Annual Convention at which he/she was qualified and elected, and shall continue for such term or until a successor shall have been qualified and elected. Board members who have served full term may not succeed themselves.

MEETINGS

The Association will reimburse Directors for travel to and from regular Board of Directors Meetings, specially called Task Forces, and other travel as authorized by the President upon consultation with the CEO. Directors who attend Annual Convention and HITEC and do not attend the Board of Directors Meeting will not be reimbursed for travel.

Generally, lodging will be reimbursed for the day prior to and the day of the meeting. For international flights, an extra day of lodging will be reimbursed to allow for time zone changes. All other travel expenses (such as meals, transportation, etc) include reimbursement for travel day following the meeting.

Coach airfare should be obtained at the lowest cost available. Except in an emergency, airfare should be planned in advance, utilizing 21-day advance purchase to ensure the lowest fare possible.

Directors are required to attend regularly scheduled Board meetings. The Board of Directors meets three (3) times a year:

1. January
2. June (in conjunction with HITEC)
3. September or October (in conjunction with the Annual Convention and Tradeshow)

DISCLOSURE

Board members will be required to annually submit a signed disclosure statement regarding relationships and other activities that the members are associated with (i.e. company and additional Board of Director relationships). Any changes to the disclosure statement must be reported as occurred.

RESPONSIBILITIES

Within the limits of the bylaws and Board policies, the Directors are responsible for and have commensurate authority to accomplish the duties set forth below:

1. Supervise, Control, and direct the affairs of the association.

2. Formulate and establish policies in the best interests of the association's members.

3. Have general oversight of all business matters affecting the association including evaluation of the financial structure, periodic review of financial reports, approval of annual budgets, authorization of the annual audit, and prudent management of the association's moneys and other property.

4. Periodically review association bylaws, Board policies, and other documents to be sure that they adhere to the objectives of the association.

5. Approve all proposed amendments to the bylaws.

6. Must attend all regularly scheduled and special meetings of the Board fully informed about the issues to be discussed.

7. In the event a Director is unable to attend a meeting, he/she shall advise the president as to the reason for the absence. If a Director misses two consecutive meetings for reasons which the president has declared to be insufficient, the Director shall be deemed to have resigned.

8. May need to attend special association meetings. Usually achieved through ratification of the president's recommendation for and suggested location of meeting.

9. Evaluate the programs and services of the association to ensure that they serve the mission of the association.

10. Maintain an awareness of the association's membership benefits, services and publications, and promote them accordingly. Promote HFTP's CHAE program.

11. Assists with building the membership of the association, recognizing that this membership responsibility is not solely that of the membership committee of the membership department of HFTP.

12. Be familiar with the work of all HFTP committees.
13. Identifies potential leaders for both local and international levels.

14. Contact the HFTP president regarding potential meeting agenda items for discussion. Provide supporting documents at least six weeks prior to scheduled Board meeting.

15. Submits chapter status reports upon completion of chapter visits (if any) at least four (4) weeks prior to scheduled Board meeting. (HFTP will supply form)

16. Communicates the members’ views (preferably in writing) on issues to be voted on at the Board meeting.

17. Contacts all prospective chapters as requested by staff and actively assists in the chartering process.

18. Provides general public relations, i.e. placing random phone calls to members; sending greeting cards for chapter officer’s birthdays, etc.

19. Acts as an advisor to the chapter presidents as needed. Provides orientation of the international structure, assists with programming at both the local and international levels, and is knowledgeable of HFTP bylaws to be able to answer questions as needed.

20. Be familiar with correspondence sent from the International Office to the local chapters to be as effective as possible in providing support as needed.

21. Follow up on immediate/urgent chapter developments as recommended by staff.

22. Communicate at least quarterly with other Directors, members of the executive committee, chapters, and HFTP staff via phone, mail or FAX.

23. When practical, visit chapter leaders and attend chapter meetings.

Reporting Relationships

1. The Board as a whole carries out these responsibilities in conjunction with the Executive Committee and the Executive Vice President. Therefore, the relationship between the Board, the President, the Executive Committee and the Executive Vice President is critical to the effective functioning of the Board.

2. Works with the President by providing information and by keeping the President informed with respect to current membership needs.

3. Works with Executive Vice President to obtain suggestions on organizing committees and to obtain a general insight into organizational procedures and problems.

4. Works with membership to understand their needs and desires.
5. Is liaison between HFTP and their local chapter. Is responsible to the local chapter; therefore, they must be active in the chapter and must attend at least 50% of the chapter's meetings.

6. Acts as advisor to President of local chapter.

Ideal Board Member Profile

An enthusiastic, diverse, working Board is the key to the success of any organization. Most problems, whether administrative, financial, programmatic, can be resolved by a good Board. But the effective Board is a group of responsible, individual members.

Following is a list of the characteristics the Nominating Committee should seed as they carefully guide the Association's future.

A good Board Member is...

A leader...

one who has the energy, knowledge, commitment, and spirit to motivate others. Business, community, educational and social leadership are important. This leader should not always be equated with wealth and power.

A worker...

one who recognizes the challenges and opportunities and understands that the efforts are meaningless unless the task is completed -- not just a worker, but an achiever.

A giver...

of time, care, concern, and money. Some say, "The three G's - Give, Get, Get Off!" It is expensive to be a volunteer, but the Board must set the example of time and money spent.

A persuader...

the organization doesn't need just advice. It needs someone to persuade friends, businesses, government, and community of the importance of supporting the Association.

Knowledgeable...

know the programs, staff, and other Board members.

A participant...

attend Board and committee meeting, sets performance and program policy, guides administration, and determines the direction and quality of the program.
A sounding Board...

board members are in a great position to hear from friends and associates about sentiment toward the organization. There should be a conscious effort to interpret this information for appropriate action.

Committed...

it cannot and will not happen unless one truly expects positive results.

Tenacious...

never give up!

Enthusiastic...

if a Board member is not enthusiastic and committed to serving the organization, all other talents are meaningless.

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How to perform effectively as an Association Director

1. Review the Constitution and Bylaws of the Association. Know its stated objectives and rules and the specific responsibilities of a Director.

2. Review the minutes of Board meetings for the past two or three years. This will provide the background as to the recent decisions of the Board.

3. At the earliest possible time after election, a meeting with the Executive Vice President and, if possible, the President of the Association should be arranged.

4. Do not hesitate to ask questions of the Executive Vice President and fellow Directors.

5. Determine how your talents might best serve in furthering the growth of the Association.

6. Know the functions and programs of all the various committees. Volunteer for service where practical. Failing this, you may be drafted for some unfamiliar or unwanted assignment.

7. Contact other members of the Association in your general area even though they may be strong competitors. Get in touch with them by letter, phone call or, preferably, through a personal visit. Seed out their opinions. Listen to their complaints and suggestions. Learn how they feel the Association might better serve their needs.

8. Come to meetings well informed on the issues to be discussed. Advanced preparation will increase your assurance and make it easier to take part in the discussions.
9. Approach your work as a Director, not as a company man or individual, but as a member of an association whose members represent a wide range of thinking and interests. Respect these differing attitudes.

10. Envision the direction in which you would like to see the Association travel during your term as Director. Consider the programs that you might implement if you were to become the President.

11. Be persuasive in promoting the programs you deem essential but be respectful of those with differing views.

12. Above all, be patient. The Board of Directors, like Congress, is a deliberative body whose purpose is to represent all members in working for the common good.