

Board of Directors Job Description



GENERAL ROLE

The Director is a member of the Board. The Board consists of Officers (Chair, Vice Chair, Treasurer, and Secretary). The Officers, together with the immediate Past Chair, constitute the Executive Committee. The Board of Directors includes the Officers, the Immediate Past Chair, eleven (11) individuals representing Destination Members, two (2) Industry Partner member representatives, and three (3) Rights Holder member representatives. The director's term is three (3) years for Destination members, Industry Partner members, and Rights Holder members.

The Board is the governing body of the Association. The board deliberates and acts only by consensus during a properly called and noticed meeting with a quorum present.

RESPONSIBILITIES

The Director is responsible for representing the membership of Sports ETA. The role requires the Director to be accountable for the following duties:

- Meeting Participation** – The Director is accountable for participating in all meetings of the Board, including conference calls and face-to-face meetings.
- Community Participation** – The Director is also responsible for active participation in one or more of the following Sports ETA Communities: College Events, DEI, Industry Suppliers, Mentoring, Outdoor Recreation, Parks & Spaces, Rights Holders, State Association Leaders, SMID, Women's, and Young Professionals.
- Be Informed** – The Director must be informed about the affairs of the association to properly perform their duty to act in the best interest in the association. The expectation is the director prepares for each Board of Directors conference call or meeting by reviewing all material provided with the meeting agenda. The Director is also accountable for listening to, empathizing with, and sharing members' needs.
- Director's Standard of Conduct** – The Director is accountable for knowing and signing the Director's Standard of Conduct. The Director should conform to this standard with care. By doing so, the Director will avoid personal liability to the Association for any action taken as a Director.
- Inquire When Appropriate** – Under the Director's Standard of Conduct, a Director must make reasonable inquiries when the need to do so is indicated and is entitled to rely upon the information and opinions received.
- Conflict of Interest and Confidentiality** – The Director shall not participate in any association decision when the Director has a material financial interest in the transaction without informing the Board of the interest and following proper procedures. The Director is accountable for signing the "Sports ETA Conflict-of-Interest Questionnaire" and the "Board Member Affirmation of Confidentiality Agreement".

QUALIFICATIONS

- Sports ETA member for at least two (2) years
- STLI participation
- Participation in Sports ETA events
- Minimum of three (3) years of sports management/sports event experience
- Demonstrate leadership in current position
- Support the Sports ETA diversity policy
- Know the mission/vision and pillars of Sports ETA
- Demonstrate the ability to formulate and make verbal presentations
- Identify dedicated suppliers to the sport tourism industry
- Engagement in local community and across industry
- Involvement in Sports ETA Community Groups

QUALIFICATIONS TO ELEVATE CONSIDERATION:

- STS Certification
- Lead person in organization/sports division
- Budget oversight and financial acumen
- Ability to develop and implement strategic plans
- Experience with other boards
- Demonstrate success in market

Questions?

Contact the Nominating Committee at Info@Sports ETA.org.