

# KRTA Board Position Responsibilities

## Chairperson

### General Responsibilities

The Chair is responsible for ensuring that the Board Members:

- are aware of and fulfill their governance responsibilities
- comply with applicable laws and bylaws
- conduct Board business effectively and efficiently
- are accountable for their performance.

In order to fulfill these responsibilities, and subject to the organization's bylaws, the Chair presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Committee Chairs, submits various reports to the Board and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

### Accountability

The Chair is accountable to the Board Members, Tourism, Art, & Heritage Cabinet, and the Kentucky Governor as specified in KRS 148.795 and KRTA by-laws. The Chair may delegate specific duties to Board Members and/or committees as appropriate; however, the accountability for them remains with the Chair.

### Specific Duties

#### Meetings

The Chair ensures that an agenda is planned for Board meetings. This may involve periodic meetings with committee chairpersons and the Executive Director of Adventure Tourism to draft annual and meeting agendas and reporting schedules.

The Chair presides over meetings of the Board. In this capacity, the Chair:

- chairs meetings according to accepted rules of order for the purposes of
  - encouraging all members to participate in discussion;
  - arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws.

#### Board Committees

The Chair serves as an ex-officio member of Board committees specified in the bylaws. In this capacity, the Chair's role is

- to serve as a voting member of the committee
- to negotiate reporting schedules;
- to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Full Board.
- may establish or propose the establishment of committees of the Board, appoint members to the committee, and may assign tasks and delegate responsibilities to Board committees and/or members.

### **Board-TAH Staff Relations**

The Chair is the primary liaison between the Board and the executive director of Adventure Tourism. In this capacity, the Chair:

- meets periodically with the executive director;
- formulates agendas
- is keep fully informed of all issues relating to the mission of KRTA- vise versa
- Investigates legal, administrative, and financial issues

### **Community Relations**

The Chair ensures that the organization maintains positive and productive relationships with media, user groups, Land Management Agencies, Private Land Donors, Tourism Arts & Heritage Cabinet, and other private and state organizations and agencies. In this capacity, the Chair serves as primary spokesperson for KRTA Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;
- timely and appropriate reporting of Board decisions and actions to members and/or user groups and/or donors.

### **Board Development**

The Chair ensures that structures and procedures are in place for effective training, attendance and performance evaluation of Board members.

### **Financial Oversight**

The Chair ensures that structures and procedures are in place for securing the resources as proposed by KRS 148.795. Works closely with the TAH Cabinet.

## **Vice-Chair**

Assumes all Chair functions in absence of Chair at meetings.

Serves as committee members

Follows all Board Responsibilities where applicable