



**CALL FOR NOMINATIONS
FOR THE POSITION OF DIRECTOR
REGIONAL TOURISM ORGANIZATION 8**

Regional Tourism Organization 8 (RTO8) is a provincially recognized not-for-profit tourism partnership between The City and County of Peterborough, Kawartha Lakes and County of Northumberland. Incorporated in December 2010, with funding and support from the Ontario Ministry of Tourism, Culture and Sport, RTO8's primary purpose is to build a competitive and sustainable tourism region that will successfully attract new visitors, increase overnight stays and grow tourism spending within the region.

RTO8 is seeking volunteers to sit on its Board of Directors and contribute to the development and supervision of its strategic vision and support the tourism interests of Peterborough & the Kawarthas, Kawartha Lakes and Northumberland County. The Board of Directors invites volunteers who have a commitment to regional tourism efforts, a knowledge of and passion for the tourism industry, and an interest in becoming an active participant in RTO8 matters, to submit an expression of interest in accordance with Article 4 of RTO8's by-laws.

Notice is hereby given that elections will be held in accordance with our By-laws at our 2017 Annual General Meeting which will take place on June 14, 2017 from 1pm – 3:30pm at the Holiday Inn Peterborough.

ALL EXPRESSIONS OF INTEREST FOR NOMINATION MUST BE RECEIVED BY APRIL 26, 2017.

If you have an interest, please use the attached form and return to:

RTO8 Board of Directors
Regional Tourism Organization 8
175 George Street North
Peterborough, Ontario K9J 3G6

**In addition to the signed form, a scanned copy may be emailed to admin@rto8.com.
For more information please contact: Marie Lummiss at 705-874-8505 x 103.**

BOARD RESPONSIBILITIES

1. Build & Engage Community

- Make group decisions based on benefiting the region, including seeking creative ways to improve results, collaborating for maximum impact and engaging stakeholders in meaningful participation and consultation
- Be a champion for RTO8
- Be accountable to the RTO8 stakeholders for results achieved and resources used
- Maintain and increase knowledge of Kawarthas Northumberland and of tourism across the region

2. Set Direction

- Develop and or support the Vision, Values and Mission Statements in consultation with stakeholders
- Articulate, safeguard, model and promote organizational values
- Establish and oversee implementation of strategic directions
- Help identify the human, financial & other resources needed for mission achievement
- Ensure necessary resources are made available to achieve planned results
- Engage the Executive Director (ED) to help set objectives and develop a strong partnership for effectively serving the mission
- Establish strategic policies to guide the organization

3. Provide Oversight

- Monitor organizational health & strategic plan progress, evaluate outcomes and take corrective actions when necessary
- Monitor how well Board directions and policies have been followed
- Ensure compliance with the values, legal framework and other applicable laws, and keep current on laws affecting Ontario non-profits and workplaces
- Oversee the effective functioning of the board, directors, board committees and board-senior staff relationship
- Conduct regular performance assessments of the board, board members, senior staff member and organization
- Plan for succession of directors and executive director
- Safeguard assets, determine risk and oversee risk management

DUTIES AND EXPECTATIONS OF ALL INDIVIDUAL BOARD MEMBERS

- Educate oneself about issues related to the mission of the organization and about topics relevant to governing a nonprofit tourism organization in Ontario, acting to fill key gaps in knowledge or skills
- Attend all afternoon board and committee meetings and functions giving advance regrets if unable to attend
- Attend the Annual General Meeting, and make reports to the members if appropriate
- Chair or actively participate on a committee
- Participate in advance discussions and review meeting materials to make educated, independent decisions in the best interest of the region
- Participate in online discussions/conference calls and information sharing between meetings
- Participate actively and constructively in group decision making
- Be independent and impartial, exercising duties without reference to self-interest, personal gain, outside pressure, expectation of reward, or fear of criticism
- Prepare proposals, policies and other documents for Board review from time to time
- Minimize conflicts of interest, declare any conflicts that arise immediately, and fully withdraw from all related discussions and decisions
- Accept no compensation from the organization for time spent in Board or Board-related service (Board members are reimbursed for approved expenses related to attendance to Board business)
- Actively and positively represent the organization throughout the region, striving to enhance its image
- Actively support resource generation by identifying prospective sources of funds, volunteers, members, sponsors, partners and other resources for the organization and promoting its services
- Act with probity and prudence in the management of the organization's resources and reputation, including careful review of budgets, financial reports and funding requirements
- Resign promptly if unable to fulfill requirements and obligations

Availability

This is an exciting opportunity to be part of an active, strategic organization that will shape the future of tourism in the city and county of Peterborough, Kawartha Lakes and County of Northumberland. Directors are expected to contribute time to attend monthly meetings (no meetings are held in July or August) and additional hours as required for project work and strategic planning sessions, in addition to task teams and special event committees.

Are you able to commit to this level of effort? Yes No

Personal Information

Name: _____

Address: _____

Phone: Home (____) _____

Cell (____) _____

Please indicate primary
contact choice

Email: _____

Business Information

Occupation: _____

Title/Role: _____

Address of Organization: _____

Phone: (____) _____

Email: _____

Which of the following best describes your primary occupation/interests?

Private Non-Private Other please explain: _____

1. Please indicate the sectors in which you have current experience

- | | | |
|---|--|--|
| <input type="checkbox"/> Accommodations | <input type="checkbox"/> Education | <input type="checkbox"/> Meetings/Conventions |
| <input type="checkbox"/> Attractions | <input type="checkbox"/> Events/Meetings | <input type="checkbox"/> Municipalities |
| <input type="checkbox"/> Agritourism | <input type="checkbox"/> Festivals/Events | <input type="checkbox"/> Museums/Art Galleries |
| <input type="checkbox"/> Arts/Culture | <input type="checkbox"/> Fishing | <input type="checkbox"/> Outdoor Adventure |
| <input type="checkbox"/> B&B | <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Parks & Trails |
| <input type="checkbox"/> Boating/Cruising | <input type="checkbox"/> Golf | <input type="checkbox"/> Shopping/Retail |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Heritage | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Culinary | <input type="checkbox"/> Halls/Auditoriums | <input type="checkbox"/> Tour Operations |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Information Centre's | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Indoor/Outdoor Recreation | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Chamber/BIA | <input type="checkbox"/> Leisure Services | <input type="checkbox"/> Wine & Beer |
| <input type="checkbox"/> Dining | <input type="checkbox"/> Marinas | <input type="checkbox"/> Winter Activities |

2. Please indicate the sectors in which you have past experience

- | | | |
|---|--|--|
| <input type="checkbox"/> Accommodations | <input type="checkbox"/> Education | <input type="checkbox"/> Meetings/Conventions |
| <input type="checkbox"/> Attractions | <input type="checkbox"/> Events/Meetings | <input type="checkbox"/> Municipalities |
| <input type="checkbox"/> Agritourism | <input type="checkbox"/> Festivals/Events | <input type="checkbox"/> Museums/Art Galleries |
| <input type="checkbox"/> Arts/Culture | <input type="checkbox"/> Fishing | <input type="checkbox"/> Outdoor Adventure |
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| <input type="checkbox"/> Cycling | <input type="checkbox"/> Information centers | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Indoor/Outdoor Recreation | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Chamber/BIA | <input type="checkbox"/> Leisure Services | <input type="checkbox"/> Wine & Beer |
| <input type="checkbox"/> Dining | <input type="checkbox"/> Marinas | <input type="checkbox"/> Winter Activities |

3. Based on your response to the questions above, what examples demonstrate your understanding and experience with respect to tourism in general and regional tourism in particular. Please expand on your reply by indicating the scope of your experience (local, regional, provincial), your role and the duration of your role or involvement:

Tourism in General

Regional Tourism

4. RTO8 is looking for a range of experience and expertise in the areas of product/experience development and marketing. Please provide examples of how you have contributed (through work or volunteer efforts), or how your experience/expertise could assist in fulfilling its mandate, which is to advance the region in terms of tourism development:

Tourism Development and Training

Attraction of Tourism Investment

Tourism Product Development

Marketing and Public Relations in Respect of Tourism

5. Do you have prior experience as a member of a Board of Directors, particularly for a not-for-profit organization?

- Yes No

If yes, please explain. If no, indicate experience working in a decision making group with a mandate, decision making powers and multiple stakeholders.

6. List the skills and competencies you would bring to the RTO8 Board of Directors. Choose all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> HR/Labour/Workforce Development |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Management |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Research |
| <input type="checkbox"/> Education/Academics | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Government Relations | <input type="checkbox"/> Other: _____ |

Do you have business management experience? (Responsible for overall annual results, an annual operating budget and management of staff?) Yes No

If yes, please describe

Briefly describe other relevant knowledge and experience you would bring to this role

References

List 3 references that support your appointment to the RTO8 Board of Directors. References must not currently serve on Board of Directors, work for you under your supervision, or is in a conflict of interest in any other way. By providing these references, you are giving RTO8 permission to contact for a reference.

1. Name: _____
Email: _____
Phone #: (____) _____
Title/Business/Organization: _____

2. Name: _____
Email: _____
Phone #: (____) _____
Title/Business/Organization: _____

3. Name: _____
Email: _____
Phone #: (____) _____
Title/Business/Organization: _____

By checking this box, I agree that all information provided in this application is correct and valid to the best of my ability.

(applicants signature)

(Date)