

## **Bahamas Association of Shore Experiences (B.A.S.E) Board of Directors, Chair Terms of Reference**

**Position:** Board of Directors Chair

**Status:** Elected by B.A.S.E membership

**Reports to:** B.A.S.E membership and Board of Directors

**Length of Term:** 1-year term, renewable if re-elected

**Position Summary:** The Board Chair serves as the leader and public ambassador of the association's Board of Directors and membership, ensuring smooth operations of the association and its activities in accordance with the association's mission, purpose, and any legal requirements. The Chair sets priorities and works with the Board Secretary to design agendas for meetings of the Board and B.A.S.E general meetings, and the Chair presides at all meetings.

### **Essential Job Functions:**

- Sets priorities for B.A.S.E in consultation with members and the Board, and works with the Board Secretary to design agendas for meetings of the Board and B.A.S.E. Annual General Meetings.
- Presides at all meetings of the Board & Annual General Meetings (AGM).
- Ensures smooth operations of the Association and activities in accordance with the Association's mission and purpose.
- Leads the Association and Board in organizational and work planning exercises to ensure orderly planning and budgeting of B.A.S.E activities.
- Works with Board members to continually assess the performance of the Board, and any committees or working groups, including coordinating with the Board Treasurer to ensure sound financial management of the Council.
- Supervises B.A.S.E vendors or staff in the performance of their duties.
- Supervises or leads the creation of internal and external reports on B.A.S.E activities, including those required by Council donors, creditors, or other parties.
- Serves as an ambassador and public representative of the Association, advocating for the fulfillment of the Association's mission to internal and external stakeholders, including playing an active role in cultivating beneficial relationships with donors, funders, partner organizations and individuals, vendors, and other parties in a position to support B.A.S.E activities.
- Takes a leading role, in partnership with Board of Directors and Association members, to solicit grants and other financial assistance from donors.

- Stays abreast and keeps the organization's Board and members informed of significant developments and changes in the Association's internal and external operating environment.
- Ensures legal compliance, including all required corporate filings, and sound risk management practices.

**Time Commitment and Expectations:**

- Serves a 1-year term (renewable if re-elected).
- Attends and participates in all meetings of the full Association.
- Attends and participates in all meetings of the B.A.S.E Board.
- Actively supports and participates in B.A.S.E projects, including fundraising activities wherever possible.
- Collaborates with the Board Vice-Chair and other Board members on the oversight of operational management of the Association.
- Attends and participates in any special events the Association holds, as a committed leader of the Council.
- Participates in B.A.S.E committees and working groups as needed throughout the year.
- Serves as a positive model for other Board members and general members of exemplary attendance and participation in B.A.S.E activities, and advocacy and public representation on behalf of the Association.

**Benefits:**

- Plays a leading role in the development decisions in the tourism sector.
- Opportunities for professional and social networking, including connections to international networks.
- Resume enhancement from participation in an innovative tourism association.
- Builds and sharpens your skills in leadership, organizational development and management, marketing and promotion, and fundraising.
- Raises the profile and competitiveness of your island, local economy, and the Bahamas as a whole.
- Grants access to Industry Research via the Tourism Development Corporation (TDC).

**Bahamas Association of Shore Experiences (B.A.S.E) Board of Directors, Vice-Chair**  
**Terms of Reference**

**Position:** Board of Directors Vice Chair

**Status:** Elected by B.A.S.E membership

**Reports to:** B.A.S.E membership and Board of Directors

**Length of Term:** 1-year term, renewable if re-elected

**Position Summary:** The Board Vice-Chair serves as the secondary leader and public ambassador of the B.A.S.E Board of Directors and membership, executing the duties of the Chair as required in the Chair's absence and sharing responsibilities with the Chair as appropriate. These duties include ensuring smooth operations of the Association and activities in accordance with the Association's mission, purpose, and any legal requirements, setting priorities and working with the Board Secretary to design agendas for meetings of the Board and Council, and presiding at all meetings of the Board and Council.

**Essential Job Functions:**

- Assists the Chair in setting priorities for the Association in consultation with members and the Board, and working with the Board Secretary to design agendas for meetings of the Board and Annual General Meetings (AGM).
- Presides at all meetings of the Board and AGMs, in the event of the Chair's absence.
- Assists the Chair in ensuring the smooth operations of B.A.S.E and its activities in accordance with the Association's mission and purpose.
- Assists the Chair in organizational and work planning exercises for the Board and B.A.S.E membership to ensure orderly planning and budgeting of Association activities.
- Assists the Chair in working with board members to continually assess the performance of the Board, general membership, and any committees or working groups, including coordinating with the Board Treasurer to ensure sound financial management of the Association.
- Assists the Chair in supervising B.A.S.E vendors or staff in the performance of their duties.
- Assists the Chair in supervising or leading the creation of internal and external reports on B.A.S.E activities, including those required by B.A.S.E donors, creditors, or other parties.
- Assists the Chair in serving as an ambassador and public representative of the Association, advocating the Association's mission to internal and external stakeholders, including playing an active role in cultivating beneficial relationships with donors, funders, partner organizations and

individuals, vendors, and other parties in a position to support the Association's activities.

- Along with the Chair, takes a leading role, in partnership with Board of Directors and B.A.S.E general members, to solicit grants and other financial assistance from donors.
- Along with the Chair, stays abreast and keeping the organization's Board and members informed of significant developments and changes in the Association's internal and external operating environment.
- Assists the Chair in ensuring legal compliance of the Association, including all required corporate filings, and sound risk management practices.

**Time Commitment and Expectations:**

- Serves a 1-year term (renewable if re-elected).
- Attends and participates in all meetings of the full Association.
- Attends and participates in all meetings of the B.A.S.E Board.
- Actively supports and participates in B.A.S.E projects, including fundraising activities wherever possible.
- Collaborates with the Board Vice-Chair and other Board members on the oversight of operational management of the Association.
- Attends and participates in any special events the Association holds, as a committed leader of the Council.
- Participates in B.A.S.E committees and working groups as needed throughout the year.
- Serves as a positive model for other Board members and general members of exemplary attendance and participation in B.A.S.E activities, and advocacy and public representation on behalf of the Association.

**Benefits:**

- Plays a leading role in the development decisions in the tourism sector.
- Opportunities for professional and social networking, including connections to international networks.
- Resume enhancement from participation in an innovative tourism association.
- Builds and sharpens your skills in leadership, organizational development and management, marketing and promotion, and fundraising.
- Raises the profile and competitiveness of your island, local economy, and the Bahamas as a whole.
- Grants access to Industry Research via the Tourism Development Corporation (TDC).

## **Bahamas Association of Shore Experiences (B.A.S.E.) Board Director Terms of Reference**

**Position:** Board Director

**Status:** Elected by B.A.S.E membership

**Reports to:** B.A.S.E membership

**Length of Term:** 1-year term, renewable if re-elected

**Position Summary:** The Board Director's main role is to perform the duties of strategic planning and oversight. Board directors need to be well-informed and fully engaged with all major issues that affect the corporation. Identifying risks has become an integral part of board work because risks are becoming increasingly numerous and complex.

### **Essential Job Functions:**

- Uphold the purpose(s) of the Association.
- Uphold the highest interest of the membership in conducting the business of the Association.
- Be conversant with the B.A.S.E Articles of Association.
- Be faithful in attendance at Board and Membership Meetings of the Association.
- Make determinations of the business needs of the Association and authorize payment of monies for those purposes.
- Administer the property of the Association both real and personal.
- Make determinations on the sale of real or personal property belonging to the Association. All decisions in favor of the sale or pledge of real property exceeding Ten Thousand Dollars (\$10,000) in value shall be presented to the membership at a properly constituted General Meeting to be voted on.
- Authorize the employment of all staff personnel of the Association, and set and approve their salaries.
- Set dates for the fiscal year.
- Have a qualified accountant audit the financial records of the Association at the end of each fiscal year.
- When deemed advisable, secure a fidelity bond for the Treasurer.
- Approve applicants for membership.
- Act to fill the unexpired term of any Director.
- Elect officers of the Board, and their successors to fill any unexpired term when necessary.
- Ratify committees and their chairmen as appointed by the Board's President (Chair); and
- Consider other duties brought to their attention by the President (Chair) and other Directors.

### **Time Commitment and Expectations:**

- Serves a 1-year term (renewable if re-elected).
- Attends and participates in all meetings of the full Association.
- Attends and participates in all meetings of the B.A.S.E Board.
- Actively supports and participates in B.A.S.E projects, including fundraising activities wherever possible.
- Attends and participates in any special events the Association holds.
- Serves as a positive model for other Board members and general members of exemplary attendance and participation in B.A.S.E activities, and advocacy and public representation on behalf of the Association.

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- Plays a leading role in the development decisions in the tourism sector.
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- Grants access to Industry Research via the Tourism Development Corporation (TDC).



## **Bahamas Association of Shore Experiences (B.A.S.E) Board of Directors, Secretary Terms of Reference**

**Position:** Board of Directors Secretary

**Status:** Elected by B.A.S.E membership

**Reports to:** B.A.S.E membership and Board of Directors

**Length of Term:** 1-year term, renewable if re-elected

**Position Summary:** The Secretary records in writing the minutes of all B.A.S.E meetings and distributes this information to all general members in a timely fashion. The Secretary assists the Board Chair in preparing agendas and is responsible for circulating agendas in advance of each B.A.S.E meeting. The Secretary also serves as the archivist and record keeper of the Association, making sure all B.A.S.E documents and records are updated, filed, and accessible to the Council Board of Directors and members in an organized fashion.

### **Essential Job Functions:**

- Records and circulates minutes of all Annual General Meetings and B.A.S.E Board of Directors meetings, which become permanent records of the Council.
- Collaborates with B.A.S.E Chair to assemble meeting agendas, and circulates meeting agendas to general members and board members in advance of meetings.
- Works with Board of Directors and membership to develop, and update B.A.S.E governing documents, including bylaws, plans, procedures, and other organizational records.
- Maintains and updates B.A.S.E organizational documents and records, including approved minutes from meetings.
- Familiar with B.A.S.E procedures and works with Council membership and Board to ensure proceedings comply.
- Supervises Board elections.

### **Time Commitment and Expectations:**

- Serves a 1-year term (renewable if re-elected).
- Attends and participates in all meetings of the full Association.
- Attends and participates in all meetings of the B.A.S.E Board.
- Actively supports and participates in B.A.S.E projects, including fundraising activities wherever possible.
- Collaborates with the Board Chair, Vice-Chair and other Board members on the oversight of operational management of the Association.
- Attends and participates in any special events the Association holds.

- Participates in B.A.S.E committees and working groups as needed throughout the year.
- Serves as a positive model for other Board members and general members of exemplary attendance and participation in B.A.S.E activities, and advocacy and public representation on behalf of the Association.

**Benefits:**

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**Bahamas Association of Shore Experiences (B.A.S.E) Board of Directors,  
Treasurer  
Terms of Reference**

**Position:** Board of Directors Treasurer

**Status:** Elected by B.A.S.E membership

**Reports to:** B.A.S.E membership and Board of Directors

**Length of Term:** 1-year term, renewable if re-elected

**Position Summary:** The Board Treasurer capably maintains all financial records, and regularly reports to the Board and B.A.S.E general membership the ongoing financial viability and stability of the Association. The Treasurer creates, oversees, and keeps up to date the B.A.S.E governance budget, ensuring that expenditures for B.A.S.E activities are allocated in advance, comply with the budget, and are recorded on a timely and ongoing basis.

**Essential Job Functions:**

- Creates, oversees, and keeps up to date the Associations governance budget.
- Monitors and reports to the Board on B.A.S.E financial information monthly, quarterly, and annually, working closely with Board of Directors and any financial advisors (accountants, etc.) hired by B.A.S.E.
- Assist Board and general members in understanding the Association's financial data and appropriate interpretation of B.A.S.E financial statements.
- Works with B.A.S.E committees or project working groups on developing and managing operating budgets for B.A.S.E activities and projects.
- Ensures expenditures for the Association activities and projects are allocated in advance, comply with the budget, and are recorded on a timely and ongoing basis.
- Supervises audits or other oversight activities regarding B.A.S.E finances.
- Supervises or leads creation of B.A.S.E financial reports, including those required by B.A.S.E donors, creditors, or other parties.

**Time Commitment and Expectations:**

- Serves a 1-year term (renewable if re-elected).
- Attends and participates in all meetings of the full Association.
- Attends and participates in all meetings of the B.A.S.E Board.
- Actively supports and participates in B.A.S.E projects, including fundraising activities wherever possible.
- Collaborates with the Board Chair, Vice-Chair and other Board members on the oversight of operational management of the Association.
- Attends and participates in any special events the Association holds.

- Participates in B.A.S.E committees and working groups as needed throughout the year.
- Serves as a positive model for other Board members and general members of exemplary attendance and participation in B.A.S.E activities, and advocacy and public representation on behalf of the Association.

**Benefits:**

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