



Board of Directors Job Description

Job Title: Board of Directors

Status: Elected and Appointed Volunteers

Department: Administration

Date: April 24, 2013 (*Approved by Board*)

Communicates To: Explore Fairbanks President and CEO

Explore Fairbanks Mission: “To be an economic driver for the Fairbanks region by marketing to potential visitors and optimizing the visitor experience.”

Position Summary: The volunteer members of the Explore Fairbanks Board of Directors contribute to the governance and oversight of Explore Fairbanks by providing input and feedback to the President and CEO.

Duties/Responsibilities:

1. Regularly attends Board meetings and important related meetings.
2. Gets to know other Board and committee members and builds a collegial working relationship that contributes to consensus.
3. Stays informed about Board and committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
4. Pays special attention to the fiduciary matters of Explore Fairbanks.
5. Is an active participant in the Board’s annual self- and group-evaluation.
6. Is an active participant in the Explore Fairbanks strategic planning process.
7. Advocates for Explore Fairbanks and the statewide travel industry, especially regarding funding for destination marketing and management.
8. Participates in the annual performance review of President and CEO.
9. Makes serious commitment to participate actively in Board and committee work.
10. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
11. Assists in recruitment of Explore Fairbanks members.
12. Assists in recruitment of Explore Fairbanks Board of Director candidates.
13. Adheres to the Destination Marketing Association’s Organizational Code of Ethics.
14. Brings any conflict of interest issues immediately to the Board’s attention.

Board Member Signature

Date