



Director's Suitcase

Welcome TMAC Board Members!

We are thrilled to officially welcome you to your new role as Board Member for the Travel Media Association of Canada and present you with your Director's Suitcase. In preparation for your role, it is important to understand the key governing documents and your responsibilities as a Board Member and leader in our organization.

Before beginning any official work, please take time to thoroughly review and digest the following documents. You will undoubtedly refer to them many times throughout your time on the board.

All of these documents can be found online under the [Governance Tab](#) on our website:

- [TMAC Bylaws](#) - Guiding rules and regulations for the organization.
- [Mandate for the Board Of Directors](#) – Clear expectations and responsibilities for Executive Members.
- [Organizational Chart](#) – The official structure of the organization.
- [Code of Conduct](#) – For all TMAC Members
 - [Code of Conduct – Board of Directors](#) For Board Members
 - [Code of Conduct – Committee Members](#) For Committee Members
- [Dispute Resolution](#) – What to do if there is a dispute
- [Harassment Policy](#) - What to do if you witness, or if someone reports harassment to you

We recognize that going through these documents will take some time and may bring forth some questions. We appreciate your commitment to upholding strong governance for our organization and invite you to forward any questions you have to the Chair of the Governance Committee.

Sincerely,

Tracy Ford, President

Additional helpful and related documents:

- [Directors Insurance](#)
- [Board Committee Descriptions & Responsibilities](#)
- [Past Board meeting Minutes](#)

