

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.
- <u>Mandate for the Board Of Directors</u> Clear expectations and responsibilities for Executive Members.
- Organizational Chart The official structure of the organization.
- Code of Conduct For all TMAC Members
 - o Code of Conduct Board of Directors For Board Members
 - Code of Conduct Committee Members
 For Committee Members
- <u>Dispute Resolution</u> 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

ONBOARDING PACKAGE

Each board member is presented with a high-quality professional suitcase to set them up for success.

GOVERNANCE

The foundation of the organization is its governance and directors will be given the tools to understand our role and mandate.

POLICIES & PROCEDURES

Detailed and specific policies that Directors are responsible are easy to reference. 6

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DIRECTORS SUITCASE

ONBOARDING PACKAGE FOR BOARD MEMBERS



CONTRACTS & INSURANCE

Understanding what our obligations are, who they are to and when they need to be reviewed.

CONTACTS

Key contacts such as BOD members, Chapter Presidents, and out of organization allies and contracts.

CALENDAR OF EVENTS

A detailed calendar that outlines our meetings, AGM, Pro-D, as well as social events.