

# ***European Region Board of Directors Application***

**PLEASE RETURN THIS COMPLETED APPLICATION BY April 7<sup>th</sup> 2014 TO:**

HSMAI Nominating Committee  
bgb@hsmmai.no + 47 913 98344

## **HSMAI Europe Board of Directors**

The Board of Directors of the European Region of HSMAI is responsible for guiding and providing input for the strategic direction of the association. HSMAI has multiple business units and leadership groups include HSMAI's chapters, expert community Advisory Boards, judges and special task forces.

The board meets face to face once to two times a year for a full day. Each board member is expected to attend all meetings and actively engage in a minimum of one committee or task force during their term. Board member or board member companies are responsible for the costs of attending the meetings.

The European Board will have 10 seats. An Executive Committee of five is elected to a two year term. 10 seats are elected for two staggered two year terms and two seats are appointed by the chair for a one year term.

The HSMAI Nominating Committee is responsible for developing a slate of candidates and consist of past boardmembers and chairman. A minimum of sixty percent of the board members must be hotel, airlines, cruise, destination companies, travel agencies and all have to be active/official members of the HSMAI association.

A job description for board members is at the bottom of this document.

## **Applicant Contact Information**

Name:	
Job Title:	
Employer:	
Mailing Address:	
Norway	
Phone:	
Mobile Phone:	
Email:	

## Applicant Profile Information

Why are you interested in serving on the HSMAI board?	
For how many years have you been an HSMAI member?	
How many years have you been in your current position?	
How many years have you been in the hospitality and travel industry?	
What abilities and attributes would you bring to the board?	
Describe your previous volunteer experience, including with HSMAI.	
What recent HSMAI activities have you attended?	
Do you regularly attend your local HSMAI chapter events and/or have you served as a chapter leader or committee member?	
Will your employer support your involvement and participation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Additional Documentation

Please attach a bio or resume with this application.

## Board Member Responsibilities

- **Strategic Initiatives** – Each board member should find “one thing” or initiative in the overall program of work for the association that they would like to work on as a volunteer.
- **Board and Leadership meetings** – Board members are expected to attend all regularly scheduled board meetings unless extraordinary circumstances prevent them from attending the entire meeting. Board members are also encouraged to attend the annual Leadership Conference in order to keep abreast of all chapter and special interest group related issues.
- **Membership and Program support** – An implied responsibility is to sponsor individual memberships, support participation at key programs and events, and help us identify potential partners and sponsors for programs and events
- **Chapter support and speaking** - It is assumed that you will attend as many of the events as your schedule allows. As a member of the board, you may be invited by HSMAI to speak at HSMAI Conferences. We encourage you to participate as time and schedules allow. Leadership may not accept any speaking fees but may request travel reimbursement if agreed upon..
- **Public relations** - HSMAI and our public relations firm frequently receive media inquiries looking for quotes and information on a variety of subjects. As a board member, your name may be given to a media contact as a subject matter expert. When giving media interviews always be sure to include your HSMAI affiliation to the media representative for inclusion in their article. You will be asked annually to identify any subject matter areas you would like to be affiliated with.
- **Leadership development** - Board members are encouraged to help identify & develop future leaders for HSMAI. This may include recommending candidates special interest group advisory board positions, committee & task force opportunities.
- You are encouraged to identify other individuals within or outside your company that should become engaged in HSMAI
- **General HSMAI positioning** – Board members are expected to actively leverage all opportunities to expose the HSMAI brand in your organization and other distribution channels and support the programs of HSMAI Europe. Common examples that you may be able to easily do or influence may include:
  - Inviting HSMAI to speak, provide content, or exhibit at appropriate key leadership meetings (annual General Managers conference, national sales meetings, quarterly retreat of your corporate marketing team, etc)
  - Incorporate or link HSMAI electronic content and/or banners into your corporate intranet site, newsletter, or other communication tools.
  - Ensure that your personal biography is updated to reflect your HSMAI service.
  - Add HSMAI to your profile in your social networking sites.
- **Fiduciary duties of a board member** – All board members have duties in four areas:
  - Duty of Care: Requires the director to read relevant documents, prepare carefully for board meetings, pay attention to what is going on, and ask questions to clarify actions that are being taken.
  - Duty of Loyalty: Requires the director to give undivided allegiance to the organization without regard to personal or business interests.
  - Duty of Obedience: Requires the director to act within the scope of legal authority, including the organization’s articles of incorporation, bylaws, and mission.
  - Duty of Confidentiality: to maintain the confidence of proprietary information during and after tenure on the Board.