

DISTRICT OF PORT HARDY

Tourism Advisory Committee

Roles and Responsibilities

Chair / Vice Chair

1. Maintain order.
2. Review and prepare agendas - Review minutes in advance of agenda preparation.
3. Ensure work is assigned to progress overall committee objectives.

Visitor information Center Representative

1. Prepare such documents as are need to develop 5 year strategic plan and annual plan.
2. After implementation of tax - manage spending in accordance with plans.
3. Visitor Information Center / Tourism Port Hardy / Vancouver Island North Tourism to take a lead role and work collaboratively with other members of Tourism Advisory committee to ensure that a consistent positive message regarding benefits of Tourism Marketing dollars is developed and conveyed to hoteliers whose support is necessary for success of Tourism Advisory Committee efforts.

Tourism Port Hardy Representative

1. Provide assistance wherever appropriate to the contacting of hoteliers and communication of status of 5 yr Strategic plan and annual plan.
2. Visitor Information Center / Tourism Port Hardy / Vancouver Island North Tourism to take a lead role and work collaboratively with other members of Tourism Advisory committee to ensure that a consistent positive message regarding benefits of Tourism Marketing dollars is developed and conveyed to hoteliers whose support is necessary for success of Tourism Advisory Committee efforts.

Vancouver Island North Tourism Representative

1. Provide advice and guidance to assist in the development of 5 year strategic and annual plans in support of MRDT renewal application.
2. Visitor Information Center / Tourism Port Hardy / Vancouver Island North Tourism to take a lead role and work collaboratively with other members of Tourism Advisory committee to ensure that a consistent positive message regarding benefits of Tourism Marketing dollars is developed and conveyed to hoteliers whose support is necessary for success of Tourism Advisory Committee efforts.

Business Community Chamber of Commerce Representative

1. Provide insight from business community and liaise as required in Chamber of Commerce role.
2. As managing sponsor of Visitor Information Center provide direction as needed to support that representative.
3. Provide feedback to Tourism Advisory Committee as desired.

Tourism Sector Representative

1. Provide insight from Tourism Sector and liaise as required with other members of that sector.
2. Provide feedback to the Tourism Advisory Committee as desired.

District Finance Representative

1. Provide administrative support as required.
2. Coordinate assembly and submission of renewal application as required.
3. Keep Committee informed of progress and items that may delay progress.
4. Report to Council on progress as required.
5. Prepare renewal bylaws as required.

Chief Administrative Officer Representative

1. Act as Liaison between Committee and Council if required.