**TOURISM MANAGEMENT INSTITUTE**

1. **About TMI**

The Tourism Management Institute (TMI) is the professional organisation for anyone working in tourism destination management and ‘the voice of destination management’. TMI supports destination management professionals throughout their career, from students to established senior practitioners.  Our members are drawn from a wide variety of organisations: destination management organisations, local government, national tourist organisations, visitor attractions, consultancies and the higher education sector. We are a not for profit membership organisation which is governed by an Executive Board of Directors with a National Council of Regional Representatives and a Continuous Professional Development group act in an ‘advisory’ capacity.

The Board of Directors consists of the following posts:

* President
* Vice-President
* Immediate Past President
* Honourable Secretary
* Head of Finance
* Head of Policy and Advocacy
* Head of Events
* Head of Communications
* Head of Membership
* Head of Continuous Professional Development
* Head of Sustainability\*  *NEW*

1. **Role Profile and remit for Executive Director**

The role of executive Director is on an unpaid, voluntary basis but with the ability to claim reasonable expenses. We are looking for enthusiastic and passionate individuals who have had senior level expertise in the tourism and visitor sector. Ideally, Directors will have worked in a Destination Management Organisation, Local Authority Tourism or Economic Development unit, Business Improvement District or other ‘place based’ organisation and will have a sound understanding of the national landscape and the structure of destination management within. People with transferable skills will be considered and we recognise they can be a valuable asset to TMI. In addition to this generic role profile each Director has a specific profile for their area of responsibility.

Directors have legal obligations to ensure that the Company:

* Complies with UK Company law, governing legislation, banking and tax compliance
* Effectively and efficiently administers the charity including maintaining financial controls
* Deploys suitable and appropriate resources to meet the Company’s Corporate objectives
* Regularly monitors, updates and approves company policies relating to governance, staffing and financial procedures
* Supports the recruitment of staff and resources to effectively deliver to the corporate plan
* Approves and monitors the annual business plan to ensure performance against targets

**Directors will also be expected to:**

* Supportively challenge the staff, Board and Co- Directors to achieve the highest possible standards and outcomes
* Monitor and celebrate positive impacts
* Advocate for TMI and the Tourism Sector nationally and internationally
* Broker connections and partnerships with likeminded organisations to further the work of TMI
* Set the strategic direction of the organisation with a view to innovation and the future

**Your commitment to us:**

The TMI Board will meet four times per year for Executive Director meetings which usually last approximately two hours. You will be required to read meeting papers which will be sent out one week in advance to enable you to make a full contribution to the discussions.

In addition to the Board meetings, we deliver two main events annually – Hot Topic and TMI Convention as well as monthly ‘zoom’ meetings. Whilst not compulsory to attend we would encourage you to engage as much as possible with other members to get to know them and share best practice as well as networking opportunities.

We ask all our Directors to use their skill, knowledge, background and contacts to further shape, assist and drive the objectives of TMI. You will be an advocate and champion of TMI and the wider tourism sector.