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Role of Vice Chair

**Destination Management Board**

(Bournemouth, Christchurch & Poole)

The Board is looking to elect a dynamic individual as Vice Chair to assist the Chair in taking the Board forward and ensuring that it represents the interests of all businesses, groups and individuals that support the local economy and contribute towards the development of the destination as a place to visit, work and live.

**Purpose**

* To work with the Chair to lead the Destination Management Board in developing and delivering a shared vision for a prosperous tourism industry in Bournemouth, Christchurch & Poole that will enable the residents, businesses and visitors to enjoy the benefits of being in a market leading destination. The Board has no delegated powers or direct budgetary responsibilities; however, it will undertake to provide a balanced and representative input.
* To work with the Chair to lead the Board in co-ordinating the direction of tourism in Bournemouth, Christchurch and Poole offering guidance and advice to the Council on the most productive tourism strategy.
* To ensure that the Destination Management Board has an influential voice in all strategic issues affecting the destination.
* To ensure that the Destination Management Board adheres to the terms of the Constitution.

**Duties**

* To deputise for the Chairman of the Destination Management Board as and when required for a period of two years following election.
* To take on the role of Chairman of the Destination Management Board when the current incumbent steps down at the end of their two-year period of tenure.
* To act as an ambassador for the destination and liaise with Council Officers elected councillors and MPs.
* To seek opportunities to work with organisations beyond Bournemouth, Christchurch and Poole where this will benefit the destination.
* To work with the Chair to present a shortlist of Priorities to the Board each year highlighting those primary activities that demand greatest attention from the Board over the following 12 months and to monitor the progress on the agreed priorities on an ongoing basis.

**Expectations**

* To attend 6 main Board meetings per year, to be held on the third Tuesday of the month (March, May, July, September, November and January) .
* To attend pre-meetings as required
* To assist the Chair to draft and agree the agenda for all meetings
* To proof the draft Minutes of each Board meeting and return any amendments to the Administrator prior to distribution.

**Skills & Experience**

* Excellent communication skills
* Highly motivated and committed
* Good knowledge and experience of the destination and the industries it supports.