



SWARTLAND TOURISM BOARD

ROLES, RESPONSIBILITIES AND DUTIES OF BOARD MEMBERS

The main responsibilities of the Board Members are Governance, Strategic Directions and Accountability which is determined by the Companies Act 71 of 2008 (No. 3 of 2011: Companies Amendment Act, 2011)

Board Members will be appointed for 3 consecutive years and may be re-elected for a second term.

Responsibilities and Duties:

1. Elect a Chair person at the first Board Meeting
2. Determine the Vision and Mission of Swartland Tourism
3. Approve and oversee the Tourism Strategy for the next 5 years
4. Appoint staff and provide proper oversight
5. Support the CEO and assess his/her performance
6. Ensure effective organisational planning
7. Determine, Monitor and Strengthen tourism programmes and services
8. Approve an annual budget and oversee spent
9. Provide an annual report and audited financial statement not later than 60 days after the end of the financial year.
10. Call a General Members meeting once a year not later than 2 months after the end of the financial year.
11. Board members must attend at least 4 Board meetings a year as well as the Annual General Meeting.
12. Must maintain Accountability
13. Ensure Legal and Ethical Integrity
14. Board may appoint sub-committees to perform certain functions