



## Commissioner Job Description

The Commission is responsible for the long-term success, evolution, and overall leadership of the Bend Cultural Tourism Fund (BCTF). The BCTF Commission has sole authority on application evaluations, grant allocations, and policy changes. The BCTF Commission reports to and is accountable to the Visit Bend board of directors.

**Term of Service:** Two-year term, ends in December. Renewable. May serve up to three terms and then needs to take one term off.

**Role:** Works as an advocate for the Bend Cultural Tourism Fund in the community and individual networks, promoting the grant program for new and recurring grant applicants. Uses personal and professional expertise to read, rank and assign award amounts to grant applications fairly without personal bias or conflict of interests.

### **Expectations:**

**Meetings:** Attend three 2-3-hour Commission meetings per year, and one 6-8 hour grant review meeting, usually in spring. Occasional committee meetings between Commission meetings as needed. No more than one excused absence is allowed per year, with exception to the grant review meeting which is mandatory.

**Grant Review:** Read and rank all grant applications thoroughly, analyzing the strengths and weakness of each application, recording notes in an online portal. One grant application takes on average 20-30 minutes to read and the BCTF usually receives fewer than 20 applications per year. Grant review period is usually 2-3 weeks before the meeting. Be prepared to discuss each application's merits at the grant review meeting. Collectively assign funding amount to qualifying applications.

**Policy and Grant Guidelines Review and Development:** Analyze BCTF policies and grant guidelines annually for review and updating.

**Attend Cultural Tourism Events in Bend:** Commissioners are encouraged to attend two or more of the BCTF funded cultural tourism events and programs.

### **Skills and Commission Representation:**

The BCTF Commission, a broad and diverse group of nine to eleven appointed leaders manages the BCTF. All positions are "At Large," with exception of the non-voting Visit Bend Board or Staff member. Experience in the following industries is valued:

- Creative community, performing, literary, and visual arts
- Regional or state arts organizations
- Business districts or chambers of commerce

- Marketing and Public Relations
- Tourism industry
- Nonprofit management
- Grant writing
- Education community

BCTF, part of Visit Bend, is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

The composition of the BCTF Commission is based on the following principles and objectives:

- Maximize transparency, fairness, and effectiveness, while mitigating conflicts of interest
- Diversify control of Commission appointments
- Commissioners serve on behalf of the entire community, not any specific interest or segment of the community
- Commissioners may not apply for a grant during their time of service.

**Removal:** Commissioners are expected to perform the roles and expectations outlined above or be subject to removal.

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Signature

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Date

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Printed Name