

POLICY MANUAL

The following contains guidelines and should include any changes that are made by motions.

No association funds are to be provided for ordinary expenses of members or employees unless so directed by the Board of Directors.

Extraordinary expenses may be provided at the discretion of the board and may include a member duly appointed to represent the Association at meetings outside the region.

When the funding is provided for expenses it shall be of supplemental nature only. Receipt must be provided. Suggested amounts of mileage, meals, and lodging will be decided at the time the Board directs by motion the appointment.

The Tourism Officer has extraordinary expense authority to a value of \$100. The Executive Committee has extraordinary expense authority up to \$500. All expenses over \$500 must have Board approval.

In conjunction with the Executive Committee and the Treasurer, the Tourism Officer is responsible for expediting the financial obligations of the Association. All cheques require two approved signatures, one to be the Treasurer. In extraordinary circumstances when the Treasurer is not available, the signatures of two Executive Members will suffice.

The Membership of DATA is not confidential, however, the Association office will not provide a printout of the same to members. If an outside body or individual requests the membership list, approval must be obtained from the Board before release, at which time a fee for the service will be decided by motion.

There are any number of statistical reports, marketing plan studies, etc. that are property of DTTA and for which the Association has paid. Not only is there an initial cost, but also one of maintaining, searching collating, and sending the material. The office in conjunction with the Board will decide costs appropriate to any request for such information.

The Tourism Officer will prepare a weekly activity report, to be submitted to the Executive Committee at the end of each week

Every effort should be made to ensure that industry is represented by the following sectors:

Resorts/Country Inns	Motels/Lodges	Campgrounds
Giftshops/Artisans	Bed & Breakfasts	Food Service
Automobile Service	Attractions	General Retail
Outdoor Recreation	Licensed Liquor Lounge/Tavern	Agri/Aqua Tourism
Museum/Heritage Sites		

The Tourism Officer will keep the Chairperson fully informed, particularly on items that arise between meetings which may be of public or controversial nature, or which may require the Chairperson's direct attention.

As soon as possible after each meeting the Secretary will ensure a draft of the minutes is completed and scrutinized by the Executive Committee.

Members will be asked to “sign up” for the committee membership at the Annual General Meeting.

The Tourism Officer is a resource person for every committee.

Board approval must be received on projects or aspects of projects that have the potential to affect the public image of the Association.