



## *Tourism and Convention Board Handbook*

The following is the Tourism and Convention Board Handbook having the revision date of July 2009.

### **Organization**

#### **Section 1. History**

Resolution No. 1083 (November 1983)

City of Oakley enacted an ordinance levying a tax upon hotel and motel transient guests within the city. This Resolution created the first Convention and Tourism Committee.

Charter Ordinance No. 14 (September 1990)

Exempted the City of Oakley from K.S.A 12-1697 and allowed itself to collect up to 4% transient guest tax, but did not change the existing rate from 1%.

Resolution No. 90-16 (December 1990)

Changed the transient guest tax from 1% to 2.5%.

Agreement (September 1993)

The idea of the City of Oakley contracting with the Chamber of Commerce to manage and operate a Convention and Tourism Bureau was proposed. Upon legal consultation, it was found that the City had no authority to do so and the legal opinion was that the City must continue to maintain custody of all funds and authorize payment for each approved item. The motion to contract with the Chamber of Commerce to manage a CVB was voted on by Council twice, and failed both times.

Charter Ordinance No. 15 (November 1993)

Repealed Charter Ordinance #14 and replaced it with the same language except that the Convention and Tourism Board have three members instead of the five outlined in Charter Ordinance #14.

Resolution No. 94-1

Since Charter Ordinance No. 14 was repealed and Resolution No. 90-16 was rendered ineffective, this Resolution was re-passed to maintain the tax levy at 2.5%.

Charter Ordinance No. 18 (March 2003)

The City Council found that the Convention and Tourism Board was not necessary for the efficient operations of the City and the Board was eliminated. All duties were reassigned to the City Council.

Resolution No. 2005-07 (September 2005)

Levied the maximum amount of transient guest tax allowed under Charter Ordinance No. 15, that being 4%. (Amended Resolution No. 2005-07 (October 17, 2005) that took effect January 1, 2006.)

Ordinance No. 1036 (July 2006)

The City of Oakley establishes a Tourism Advisory Board for the City of Oakley. The Board shall consist of five members, staggering terms, and to live within 6 miles radius of the city limits. The Tourism Advisory Board shall advise the City Council on tourism related issues, policies or programs that directly or indirectly affect travel and tourism for the City of Oakley, recommend adoption of new or modification of existing policies or programs relating to travel and tourism, and perform such other acts as may be directed by the City Council.

Charter Ordinance No. 22 (September 2006)

Added the power to expend tourism funds for "support of infrastructure to maintain attractions for travel and tourism, including the expenditure of funds from the tourism and convention promotion fund for those purposes" to the existing powers.

Charter Ordinance No. 23 (December 15, 2008)

The convention and tourism committee for the City of Oakley shall be known as the "Tourism and Convention Board" and shall consist of 7 members.



Resolution No. 2009-01 (April 20, 2009)

States the criteria of the Tourism and Convention Board, terms, and appointments.

*\*\*Copies of complete ordinances, resolutions, and agreements can be obtained from the City Office.*

## **Section 2. Tourism Information**

Tourism and Convention Board  
209 Hudson Avenue  
Oakley, KS 67748

Phone: 785-671-1000  
Email: [tourism@discoveroakley.com](mailto:tourism@discoveroakley.com)  
Website: [discoveroakley.com](http://discoveroakley.com)

The Tourism Office is located at the Buffalo Bill Cabin at 124 US Highway 83. (83 and 2<sup>nd</sup> Street)

## **Section 3. Vision and Mission Statement**

Vision: The Oakley Community is viewed as an attractive, marketable destination for the world-wide travelers and visitors.

Mission: Promote and enhance community efforts towards building tourism in the Oakley Area.

## **Section 4. Purpose**

The charge of the Tourism and Convention Board is to act as an advisory board for the City of Oakley, Kansas. The Board advises and suggests methods or practices that will help promote and continue tourism as a viable economy in Oakley.

Objectives of the Tourism and Convention Board:

- A. To recommend a program of annual expenditures to the City Council focused on tourism efforts, particularly those that would encourage visitors to obtain overnight accommodations.
- B. To coordinate and encourage a Plan of Action for promoting tourism.
- C. To sponsor various programs with local civic organizations, county and state agencies for promotion of mutual tourism efforts.
- D. To enhance visual marketing efforts.

## **Section 5. Tourism and Convention Board**

Tourism and Convention Board shall consist of seven (7) members. The City Administrator or a City Council member may sit on the Board as an ex-officio member. The Mayor will make appointments to the Tourism and Convention Board and the recommendations will be subject to the approval of the Governing Body of the City Council, as required by law. Each member of the Tourism and Convention Board shall be a representative of one of the following groups:

- A. Owners, operators or employees of persons engaged in the hotel or motel business within the City, whether such members reside inside or outside the City;
- B. Representatives from agencies or organizations actively engaged in promoting tourism, or from facilities or organizations of historic or cultural attraction in the City or its environs;
- C. Members of the general public;
- D. Owners, operators or employees of persons engaged in food services or hospitality industry.

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In making appointments to the Tourism Board, the Mayor shall designate which group the appointed member is to represent. No more than three representatives from anyone of the above groups shall be members of the Tourism Board at any one time.

The positions shall be numbered one (1) through seven (7).

- A. Positions one (1) and five (5) shall be for an initial term of one (1) year, and subsequently for a term of four (4) years.
- B. Positions two (2) and six (6) shall be for an initial term of two (2) years, and subsequently for a term of four (4) years.
- C. Positions three (3) and seven (7) shall be for an initial term of three (3) years, and subsequently for a term of four (4) years.
- D. Position four (4) shall be for a term of four (4) years.

The Tourism and Convention Board members will annually elect a Chairperson at the June Board meeting from the committee. The Chairperson may serve more than one term. The Secretary of the committee will be the Destination Management Organization (DMO) Contact. If no agreement for employment of a DMO Contact then the Board will elect a Board member as the DMO contact.

The Chairperson will preside over all meetings and work with the DMO Contact to submit an agenda for distribution prior to each meeting. If the Chairperson isn't present at the meeting, the DMO Contact will preside over the meeting. The DMO Contact will record minutes of each meeting, noting the basic points of discussion and action taken (if any) for each agenda item, and will submit a copy for inclusion in the following meeting's agenda.

The Chairperson and Board members will solicit nominees for membership on the Tourism and Convention Board. The recommended nominations will be given to the Mayor. Recommended nominations for filling vacancies will also be given to the Mayor.

Appointments made for filling vacancies will serve the remainder of the unexpired term that runs May to May.

### **Section 6. Transient Guest Tax Funds**

A transient guest is a person who occupies a room in a hotel motel or tourist court for not more than twenty-eight (28) consecutive days. If a guest or business occupies a room(s) extending over this period, than they are eligible to file for an exemption from this tax.

The guest tax may be passed with a resolution by the City Council of the County Commissioners. When the proposal is passed the motel owners will collect the percent tax which is levied on the bed-price only, excluding any other expenses incurred at the motel. The money is then sent to the State Department of Revenue under the same collection procedure as the sales tax. The State subsequently returns the money to the City/County. The City/County Clerk would have a special tourism fund and the checks would then be disbursed by him/her. The City/County will then appoint a committee to make recommendations concerning the program and expenditures for promotion of Tourism.

The resolution was passed by the City Council to start collecting transient guest tax. Transient Guest Tax shall be 4% of the gross receipts derived from or paid by transient guest for sleeping accommodations exclusive of charges for incidental services of facility in any hotel, motel, or tourist court, located within the corporate limits of the City of Oakley, Kansas, in order to provide revenues to promote tourism and conventions within said City. The tax hereby levied shall be collected, paid over,



and administered and used in accordance with the provisions of K.S.A. 12-1696 through 12-16,101. (Amended Resolution No. 2005-07 October 17, 2005)

### **Section 7. Budget**

The Tourism and Convention board is responsible for preparation of an annual budget for the City's Tourism and Convention Program and shall make recommendation of such to the City Administrator for inclusion in the City's annual budget by the month of June. The budget will be approved by a majority of all Tourism and Convention Board members. The Chairperson shall present the recommendations to the City Administrator during the City's normal budget session. The budget will include a detailed plan of expenditures and priorities recommended to meet the goals and objectives of the Tourism and Convention Program. The City Administrator and City Council, through the budget review process may accept, modify, or reject all or part of the Tourism and Convention budget.

### **Section 8. Rules and Regulations**

The Tourism and Convention Board will hold regular meetings (not less than quarterly) at a time and place to be established by them. They may adopt rules and regulations governing the conduct of the committee and the duties and responsibilities of individual members. Failure to attend three consecutive regular meetings will result in a letter requesting resignation of the member's appointment.

The City of Oakley's Code of Ethics applies to both the Tourism and Convention Board and the DMO Contact. Contact the City Office for a copy of the Code of Ethics.

### **Section 9. Plan of Action**

The Tourism and Convention Board will put together a Plan of Action. The Plan of Action gives direction to the development of the Board's overall plans and objectives, both short and long term. The Plan of Action consists of action programs to achieve objectives. There will be constant evaluation of the program, with recommendation for change as needed, and a system of measuring progress toward attainment of program and community goals.

## **Personnel Policies**

### **Section 1. Equal Employment Opportunity**

It is the policy of the Tourism and Convention Board to grant equal opportunity to all qualified persons without regard to race, color, age, sex, religion or national origin. To deny one's contribution to our efforts for any reason other than his or her capability of performing the job is an injustice not only to the individual, but to the community as well. It is the intent and the desire of all entities involved that equal opportunity be provided in employment, wages, promotion, benefits and all other privileges, terms and conditions of employment.

### **Section 2. Hiring**

The Tourism and Convention Board and Wild West Historical Foundation, Inc. have partnered to create a part time position. The Boards are jointly responsible for selecting the Destination Management Organization (DMO) Contact. The DMO Contact shall be under the employment of the Wild West Historical Foundation, Inc. and not be considered an employee of the City.



### **Section 3. Employment Records**

Correct and accurate employment records are important. In case of an emergency, employee's information concerning address, phone number, and person to contact should be on file at the Tourism Office.

### **Section 4. Hours of Work**

This is a part time position of 20 hours per week. During the Tourist season, May – August, the Cabin is open on Friday and Saturday, and Sunday's. Throughout the week, hours vary according to availability of volunteers. Scheduling hours is the responsibility of the DMO Contact. During the off-tourist season, setting hours will be up to the DMO Contact and will be subject to approval by the Wild West Historical Foundation, Inc. and the Tourism and Convention Board. Regardless of the number of hours accumulated, it is expected that the Director will work at least twenty hours each month. Unused hours expire on April 30 of each year.

### **Section 5. Salary**

The salary for the employee is determined by the agreement between the Tourism and Convention Board (as approved by the City Council) and the Wild West Historical Foundation. The Tourism and Convention Board will be invoiced monthly by the Wild West Historical Foundation for proportion agreed upon.

### **Section 6. Pay Period**

Salary is paid monthly on the fifteenth day of the month. When a payday falls on a weekend or holiday, checks will be distributed on the previous working day.

### **Section 7. Salary Deductions**

The Wild West Historical Foundation makes the following deductions from the salary of employees:

1. Federal Income Tax – The amount of this deduction for Federal taxes is dependent upon the amount of salary, the number of exemptions claimed and any special instructions the employee may give authorizing amounts to be withheld.
2. Social Security – This is provided for all employees under the Federal Insurance Contribution Act. The law required this deduction subject to change by action of the Congress. An equal amount is paid by the Wild West Historical Foundation to help provide this protection.
3. State (and or City) Income Tax – This tax follows the State withholding provisions.

### **Section 8. Dismissal**

All parties involved understand and acknowledge that unless otherwise defined by applicable law or written agreement, any employment relationship is considered "employment at will," which means the employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by any conduct unless such change is specifically executed by both the Wild West Historical Foundation, Inc. and the Tourism and Convention Board (as approved by the City Council).

### **Section 9. Resignation**

Should the occasion arise when an employee is contemplating resignation, two weeks' notice is expected, but not required, in writing to the Tourism and Convention Board and the Wild West Historical



Foundation. Final payment of salary and/or other compensation due will be distributed on the regular payday following the last day worked.

## **Office Procedures**

### **Section 1. Correspondence**

All inquiries or requests should be answered within three working days. If a delay is anticipated in order to gather information, the request should be acknowledged. Neatness and accuracy are essential.

### **Section 2. Office Visitors**

All staff members should be alert to make a favorable impression on office visitors.

1. Be alert to a visitor's appearance in the office. Ask how you can assist them.
2. Either handle a request for information or assistance yourself or refer it to the proper person.
3. If visitors have to wait to see the party on whom they are calling, seat them in the reception area and see that they are comfortable.

### **Section 3. Mail**

First class mail should be used only when necessary. If the request is for several pieces of material such that the current stamp won't cover the cost, deliver the package to the City Office and politely request that it be mailed.

### **Section 4. Filing**

An adequate and systematic set of files is maintained. All filing should be in accordance with this standard procedure in order to make records readily available.

### **Section 5. Leaving the Office**

When carrying out assigned duties outside the office it is very important to have the telephone answering machine turned on to record messages. This should be checked immediately upon returning to the office.

### **Section 6. Neatness**

Offices should be kept neat and orderly at all time. Tops of desks, files and bookcases should be kept clear of unnecessary items. When possible, desks should be cleared at the end of the day.

### **Section 7. Reading**

Newspaper and magazine reading during office hours is acceptable to read if the material is directly related to the operation or betterment of Tourism.

### **Section 8. Telephone Calls**

In answering the telephone, each employee should bear in mind that he/she can make a positive impact on a Tourist for the Oakley Area or lose one every time a call is made. It is necessary that every courtesy be shown to the person on the other end. All telephone calls should be answered promptly with a pleasant greeting and state that it is the Tourism Office.



### **Section 9. Long Distance Calls**

Long distance calls add to the cost of doing business. Keep them to a minimum. Personal long distance calls will be charged to employees.

### **Section 10. Purchasing of Supplies**

The purchasing of all office supplies will be purchased by the DMO Contact after approval from the Tourism and Convention Board. The Board in turn needs approval from the City Administrator or City Council. If the purchase is on behalf of the Wild West Historical Foundation, the DMO Contact must get approval from their Board.

### **Section 11. Reimbursement of Funds**

All travel for the DMO Contact must be approved in advance by the Tourism and Convention Board. They in turn will make sure it is approved by the City Administrator. Although the DMO Contact is not an employee of the City of Oakley, the Tourism and Convention Board is a committee of the City, therefore reimbursement of funds is dictated by the City Handbook. The Tourism and Convention Board will reimburse the employee in full for all direct expenses relating to the trip with the exception of meals over the amount of \$9.00 and they will not reimburse for mileage. The City of Oakley will provide a vehicle for tourism functions approved by the Board. An expense report must be a completed listing in detail, and by day, all expenses to be attached to the voucher. After completing the report, it will be submitted to the City Administrator. If approval isn't made by the City Administrator, the Tourism and Convention Board can go to the City Council with requests.

### **Section 12. Handling Finances**

All funds received by the DMO Contact, whether cash or check, will be passed onto the City Administrator to be given to the City Clerk to be deposited into the special Tourism Fund. The Chairperson of the Tourism and Convention Board should be notified and the transactions will be reported in the financial statement given at the Tourism meetings.

### **Section 13. Deposits & Payments**

The Tourism Fund account will be maintained by the City Clerk. The City Clerk monitors deposits into, and payments out of, the transient guest tax fund. The Tourism and Convention Board seeks to maintain its credit standing at the very highest level at all times. This can be accomplished by prompt paying of its bills. Payments must be submitted by check from the City Clerk. When a check is submitted or deposit made, the City Administrator and Tourism DMO Contact should be notified. This will be reflected in the financial statements given monthly.

### **Section 14. Meeting Minutes**

It is required that the DMO Contact keep adequate minutes of all Tourism and Convention Board meetings. Minutes should record date, place of meeting and the names of those present and absent. Minutes should be brief, but full enough to make clear the subject matter discussed and what disposition was made of it. In each case, action must be clearly shown. Minutes are distributed to all Board members, filed at the Tourism Office, and posted on the website.

### **Section 15. Cooperation**

Tourism by its nature is an example of teamwork. A high degree of teamwork is necessary between the DMO Contact and the Tourism and Convention Board.



## ***Administrative Policies***

### ***Section 1. Budget Control***

The Tourism and Convention Board operations are geared to anticipate annual receipts and expenditures. At the beginning of each year, careful estimates are made of prospective income. At the same time, estimates are made of the funds necessary for the operations of programs. From these estimates, an annual budget is prepared and ultimately adopted by the City Council. In order to stay within the budget limitations, all expenditures must be approved before any commitment is made.

### ***Section 2. Tourism Items/Fundraisers***

While the Tourism and Convention Board does not hold regular fundraisers, there are times when the Tourism and Convention Board is responsible to sell items through the affiliation with various tourism councils. When such times arise, the Board will seek to sell such items through the Fick Fossil Museum, the Buffalo Bill Cabin, and other tourism partners with those partners being responsible for sales tax and other obligations of retail sales. These partners may either buy items from us wholesale, or they may reimburse us for items as they sell them.

### ***Section 3. Transient Guest Tax Use Policy***

Transient guest tax funds shall be used to:

1. Support those activities and organizations which encourage increased lodging occupancy, thereby continuing the perpetuation of the funds.
2. Support activities to attract visitors into the community through marketing efforts, including advertising, directed to at least one of the five basic convention and tourism market segments consisting of group tours, pleasure travelers, association meetings and conventions, trade shows, and corporate meetings and travel.
3. Staffing and maintaining a convention and visitors' bureau or a city/county designated agency for the continuation and further development of the visitor industry within the Oakley Area.

### ***Section 4. Grant Application Guidelines***

Funding which is derived from receipts of the transient guest tax is available in an effort to provide funds for the enhancement of tourism in the Oakley Area. All applications for funding are to be reviewed by the Tourism and Convention Board and follow these guidelines:

1. All funding requests are to be submitted to the Tourism and Convention Board at least a minimum of 60 days prior to a scheduled event or use. Requests for funding in an emergency will be considered by the Tourism and Convention Board case by case.
2. A request, as either a letter or submitted online via a Grant Request Form, will be submitted by the individual, department, or organization requesting funds and how the funds will be utilized.
3. The request will also state if the request is an annual request or a one-time request. If the request is an annual request and gets approval from the Tourism and Convention Board (as approved by the City Council) each year another request must be submitted to the Tourism and Convention Board for the approval process.
4. All requests for funding are to meet within the guidelines of the Transient Guest Tax Policy.

### ***Section 5. Approved Recommendations by the City Administrator***

The City Administrator has the authority to approve expenditures up to \$5,000 without taking the proposal to the City Council. Once recommendations are presented to the City Administrator and



he/she approves them, an invoice for the product/service is submitted to the City Office and the monetary requested amounts get put onto the warrant register to be approved by the City Council. After they are approved by the City Council then the City Clerk cuts the check. Based on the fact that the City Council only meets twice a month, the process of getting a check cut by the City Clerk can take up to 4 weeks. If checks need to be cut sooner based on deadlines make sure the City Administrator is informed of such.

### **Section 6. Unapproved Recommendations by the City Administrator**

If the Tourism and Convention Board recommends an expenditure that the City Administrator does not agree with or would like the recommendation presented to the City Council, a Board Member can present the request to the City Council on behalf of the Board's recommendation.

### **Section 7. Affiliation with Other Organizations**

The DMO Contact is the representative of Oakley Area Tourism. The DMO Contact is responsible for being the sole contact for all the organizations that the Tourism and Convention Board belongs to. The State has asked the Oakley DMO to also be a contact for Grinnell, Russell Springs, and Quinter.

There is no objection to an employee being a member of any organization which is not in direct conflict with the aims, purposes and objectives of the Tourism and Convention Board.

The Tourism and Convention Board will pay for membership dues in certain recognized business organizations as provided for in the Tourism budget and approved in advance by the Tourism and Convention Board and approved by the City Administrator/City Council. All other organizations dues are paid for by the employee.

### **Section 8. Appointment and Authority**

The Chairperson, by and with the approval of the Tourism and Convention Board, will appoint all committees and committee leaders. The Chairperson may appoint such ad hoc committees and their leaders as deemed necessary to carry out the program of the Tourism and Convention Board. Committee appointments will be at the will and pleasure of the Chairperson and will serve concurrent with the term of the appointing Chairperson unless a different term is approved by the Tourism and Convention Board.

It will be the function of committees to make investigations, conduct studies, make recommendations to the Board, and to carry on such activities as may be delegated to them by the Board.

No action by any member, committee, division, employee, DMO Contact or officer shall be binding upon, or constitute an expression of the policy of the Tourism and Convention Board until it has been approved or ratified by the Tourism and Convention Board.

Committees will be discharged by the Chairperson when their work has been completed and their reports accepted, or when, in the opinion of the Board, it is deemed wise to discontinue the committees.

### **Section 9. Committee Management**

Standing committees, as a matter of general practice, arrange for meetings at least once a month. On some occasions more meetings are required and, in general they are called by the committee chairperson whenever she/he deems it necessary.

The DMO Contact will:

1. Confer with the Chairperson before meetings are scheduled to set up meeting dates, procedure, and draft an agenda.



2. Send out meeting notices to all members of the committee.
3. Reserve meeting facilities.
4. Record minutes of all meetings.
5. Offer advice and counsel when needed and/or requested.
6. Write reports on committee activity when action of the committee warrants.
7. Attain publicity for committee activity.
8. Submit committee recommendation for Board's approval

### **Section 10. Agendas for City Council**

When the Tourism and Convention Board needs to get onto the City Council agenda, the DMO Contact will contact the City Administrator and notify him/her that Tourism needs to be on the agenda. In the event there is no City Administrator the DMO Contact will contact the City Clerk.

## **Job Descriptions**

### **Section 1. DMO Contact**

The Destination Management Organization (DMO) Contact is hired by a partnership between the Wild West Historical Foundation and the Tourism and Convention Board, as approved by the City Council. The DMO Contact reports to the Chairperson of the Tourism and Convention Board as well as reports to the President of the Wild West Historical Foundation.

### **Section 2. DMO Contact's Functions**

The DMO Contact's functions include:

1. Answer inquiries via walk-in, email, telephone, and mail about tourist attractions and convention possibilities in the Oakley Area.
2. Represent Oakley at industry meetings, functions, and programs. Communicate tourism news, developments, and opportunities to the Tourism and Convention Board as well as tourism businesses in the Oakley Area.
3. Assist in developing and implementing an annual Plan of Action for the Oakley Tourism and Convention Board; to develop and supervise plans to promote Oakley as a convention city to area, state, and regional convention-holding groups and organizations, as a center for business conferences, workshops, and sales meeting.
4. As assigned staff member of the Oakley Tourism and Convention Board, take minutes of meetings and assist in preparing agendas.
5. Prepare monthly financial statements of income and expenses received from the City Clerk.
6. Promote the Oakley Area by using a variety of media – public tourism & recreation trade shows, print ads, state opportunities, internet, welcome bags, promotional map, billboards, and create & distribute brochure.
7. Possibility of creating educational seminars and motivational hospitality programs of businesses in the area that meet and greet the traveling public.
8. Attend I-70 Association meetings – generally held the 1<sup>st</sup> Tuesday of every month in Salina.
9. Attend NW Kansas Travel Council meetings – generally held the 4<sup>th</sup> Tuesday of every month rotating in the 18 different counties.
  - a. Annual Trade Shows in Denver, Kansas City, Wichita, and the Kansas Sampler Festival. We are committed to attend at least one trade show.
  - b. Solicit ads for the Ultimate Guide to NW Kansas
  - c. Assist with distribution of the Ultimate Guide.
10. Travel Industry Association of Kansas (TIAK)

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- a. TravelKS.com – maintain the tourism business data and enter community events on the calendar.
  - b. Kansas Visitors Guide – Solicit advertisements, listings, and calendar for the Oakley area.
  - c. Order the Kansas Visitors Guide, Kansas Events, and Kansas Maps.
  - d. Assist with distributions of Kansas information.
11. Maintain tourist information on the DiscoverOakley website - Work with active entities; City, County, Chamber, and Economic Development, to update data from the tourism businesses, have appropriate community photos, maintain a list of convention facilities, list of caterers, area map, and assist with entering community events on the calendar.
  12. Responsible for the maintenance of the office that will provide for an efficient operation and present an attractive “front door” to the community.
  13. Attend training programs, professional conferences, seminars, and institutes as are needed to develop networking opportunities and contribute to a more effective performance of Tourism as budget allows.
  14. Responsible for all other duties assigned by the Tourism and Convention Board to support and enhance the organization’s successful achievement of its mission.

The DMO Contact will have other job responsibilities assigned by the Wild West Historical Foundation.

### **Section 3. Tourism and Convention Board**

The Tourism and Convention Board are individuals appointed by the Mayor and approved by the City Council. The Tourism and Convention Board is responsible to give recommendations to the City of Oakley for the promotion of the Oakley Area tourism.

### **Section 4. Tourism and Convention Board's Functions**

The Tourism and Convention Board’s functions include:

1. Advising the City of Oakley recommendations to promote tourism in the area.
2. Attend board meetings.
3. Be responsible for monitoring the committees’ financial standing.
4. Help determine and implement a Plan of Action.
5. Consider and approve a general budget for submission to the City Council.
6. Consider and approve the appropriation of funds for special purposes and make recommendations to the City Administrator or City Council.
7. Approve the selection of individual committee chairmen and their members so to carry out the Plan of Action. Insure effective organization and direction to achieve plans and objectives. Provides leadership to achieve desired results.
8. Assist in the coordination of all functions and activities as prescribed in the Plan of Action.
9. Work with each committee and association and their respective chairmen to see that the Plan of Action is carried out.
10. Establish the policies of the Tourism and Convention Board.
11. Uphold the integrity and credibility of the Tourism and Convention Board.
12. Responsible for assigning the DMO Contact their duties, the supervision of their work, and the establishment – within the framework of the approved budget – of the terms of their employment.

### **Section 5. Volunteer, Task Forces, and Committees**

Chairperson appoints all committees and committee leaders, as she/he deems as necessary. Committees and their leaders carry out various programs of the Board. Committees shall be discharged by the Chairperson when their work has been completed.

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## **Section 6. Committees' Functions**

The Committees' functions include:

1. Make investigations on Tourism program.
2. Conduct studies as deemed necessary
3. Other duties as assigned by the Chairperson of the Committee.
4. Make recommendations to the Tourism and Convention Board.
5. Carry on activities as delegated to the Committee by the Tourism and Convention Board.