Position Description

Director of Industry Services

Summary:
This position represents the interests of industry members to the Board of Directors chairs the Industry Committee and the Hospitality Industry Professional special interest group. One of the core responsibilities of this position is to ensure that a representative is selected to run for office who represents the thought process and objectives of industry members.

He/She shall attend all required meetings including board meetings and the annual summer Conference of ICHRIE. He/She may represent industry at other committees and Task Forces assignments at the Industry Committee or Hospitality Special Interest Group’s discretion or by request of the board.

The Director of Industry Services is responsible to the member companies while representing them in discussion or votes concerning programs and policies of ICHRIE as it reflects or impacts the needs and future direction of industry members. He/She shall consult and advise with the President, Chief Executive Officer or other board members on all matters pertaining to ICHRIE policies, programs, and finances as it impacts the industry members.

The Director of Industry Services shall exercise personal leadership and integrity in the motivation of other officers, board members, and industry representatives and ICHRIE members.

The Industry Representative will further work at influencing the establishment and the achievement of goals and objectives for the organization during his/her term of office. He/she shall act as a leader and spokesperson for industry members and play an important role in monitoring and evaluating organizational performance and effectiveness to that goal.

He/She shall work in partnership with the President and Chief Executive Officer in helping to achieve the mission, value and goals of International CHRIE. He/She shall make every effort to optimize the relationship between Industry and ICHRIE while representing the goals of industries members while still supporting the larger goals of the association.

Duties, Responsibility and Authority:

- Attends all meetings as a contributing member of the board.
- Reviews all meeting material found on the agenda with members of the Industry Committee and HIPSIG.
• Keeps all industry members informed on the conditions and operations of International CHRIE.

• Works with the board in seeing that basic policies and programs designed to further the mission, goals and objectives of ICHRIE are planned, formulated, presented and then carried forward.

• Ensures that Industry Committee and HIP-SIG members are appointed and support committee and task force assignments based on recommendations and input from industry members.

• Outlines the purpose and duties of committee assignments and monitors progress.

• Supports policies and programs adopted by ICHRIE members.

• Promotes interest in ICHRIE.

• Presents a report of Industry Committee and HIP-SIG activities annually.

• Assists and supports in the orientation and transition of new ICHRIE board members.

• Encourages faculty internships and exchanges among industry partners.

• Enhances the image of hospitality and tourism education and the hospitality industry.

• Fulfills the responsibilities of a board members and ensures that Industry Committee and HIP-SIG members are satisfied that responsibilities of the position has fulfilled.

• Provides learning opportunities for discussing current and future issues impacting the hospitality & tourism industry.