

# Communications Committee

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## **Committee Purpose**

The purpose of the Communications Committee is to recommend policies to PATT's board of directors governing internal and external communications, develop and implement an annual communications plan, and to assist PATT staff and contractors in developing messaging and communication materials.

## **Committee Members**

The chair of the committee shall be appointed annually by PATT's board chairperson from the directors of the organization. Committee members may serve at the discretion of the committee chair and must be individual investors or employees of a business investor in good standing in PATT. PATT staff and/or contractor(s) responsible for communications shall serve as advisers to the committee. The PATT board chairperson and president/CEO are ex-officio members of the committee.

## **Committee Meetings**

The Committee should meet at least quarterly, including in-person meetings during PATT board summer and winter retreats.

## **Reporting Relationship**

The committee shall submit a written report of its meetings to each meeting of the board of directors of PATT. The report should explicitly request any action or direction required from the board. The committee shall operate within the confines of PATT's articles of incorporation, by-laws, and policies.

## **PATT Staff and/or Contractor support of Committees**

Staff will attend Committee meetings and provided administrative support to the Committee as needed, including taking minutes, working with the committee chairs to schedule quarterly meetings and assisting with any other committee related business as needed.

Chairperson: Liz Diesel

# Finance Committee

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## **Committee Purpose**

The purpose of the Finance Committee is to recommend policies to PATT's board of directors governing financial matters, develop an annual budget for approval by the board of directors, and to assist PATT staff and contractors in sound financial management practices for the organization.

## **Committee Members**

The chair of the committee shall be the elected treasurer of PATT. Committee members may serve at the discretion of the committee chair and must be individual investors or employees of a business investor in good standing in PATT. PATT staff and/or contractor(s) responsible for finance and accounting shall serve as advisers to the committee. The PATT board chairperson and president/CEO are ex-officio members of the committee.

## **Committee Meetings**

The Committee should meet at least quarterly, including in-person meetings during PATT board summer and winter retreats.

## **Reporting Relationship**

The committee shall submit a written report of its meetings to each meeting of the board of directors of PATT. The report should explicitly request any action or direction required from the board. The committee shall operate within the confines of PATT's articles of incorporation, by-laws, and policies.

## **PATT Staff and/or Contractor support of Committees**

Staff will attend Committee meetings and provided administrative support to the Committee as needed, including taking minutes, working with the committee chairs to schedule quarterly meetings and assisting with any other committee related business as needed.

Chairperson: Donna Holdorf

# Governance Committee

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## **Committee Purpose**

The purpose of the Governance Committee is to recommend policies to PATT's board of directors regarding governance and leadership development, make nominations for an annual election of directors and officers, and to annually review the organization's by-laws and recommend amendments to ensure they are kept up-to-date with current practice.

## **Committee Members**

The chair of the committee shall be PATT's immediate past board chairperson or may be nominated by the chairperson of the board from the directors of the organization if the past chair is unavailable to serve. Committee members may serve at the discretion of the committee chair and must be individual investors or employees of a business investor in good standing in PATT. PATT President/CEO shall serve as adviser to the committee. The PATT board chairperson is an ex-officio member of the committee.

## **Committee Meetings**

The Committee should meet at least quarterly, including in-person meetings during PATT board summer and winter retreats.

## **Reporting Relationship**

The committee shall submit a written report of its meetings to each meeting of the board of directors of PATT. The report should explicitly request any action or direction required from the board. The committee shall operate within the confines of PATT's articles of incorporation, by-laws, and policies.

## **PATT Staff and/or Contractor support of Committees**

Staff will attend Committee meetings and provided administrative support to the Committee as needed, including taking minutes, working with the committee chairs to schedule quarterly meetings and assisting with any other committee related business as needed.

Chairperson: Joe Massaro

# Investor Development Committee

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## **Committee Purpose**

The purpose of the Investor Development Committee is to recommend policies to PATT's board of directors governing investment tiers and benefits, develop and implement investor recruitment and retention protocols, and to assist PATT staff and contractors in identifying investor prospects and creating recruitment materials.

## **Committee Members**

The chair of the committee shall be appointed annually by PATT's board chairperson from the directors of the organization. Committee members may serve at the discretion of the committee chair and must be individual investors or employees of a business investor in good standing in PATT. PATT staff and/or contractor(s) responsible for investor recruitment and retention shall serve as advisers to the committee. The PATT board chairperson and president/CEO are ex-officio members of the committee.

## **Committee Meetings**

The Committee should meet at least quarterly, including in-person meetings during PATT board summer and winter retreats.

## **Reporting Relationship**

The committee shall submit a written report of its meetings to each meeting of the board of directors of PATT. The report should explicitly request any action or direction required from the board. The committee shall operate within the confines of PATT's articles of incorporation, by-laws, and policies.

## **PATT Staff and/or Contractor support of Committees**

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Chairperson: Mary Smith

# Keystone Society for Tourism Committee

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## **Committee Purpose**

The purpose of the Keystone Society for Tourism Committee is to recognize individuals and organizations who demonstrate excellence in supporting Pennsylvania's travel and tourism economy. The committee is responsible for creating award guidelines, processes, and for the selection of honorees; as well as the organization of an annual awards gala that may be part of the Pennsylvania Tourism Summit or a stand-alone event.

## **Committee Members**

The chair of the committee shall be appointed annually by PATT's board chairperson from the directors of the organization. Committee members may serve at the discretion of the committee chair and must be individual investors or employees of a business investor in good standing in PATT. The committee should also include the public and private sector chairs of the Pennsylvania Tourism Partnership or their designees. PATT staff and/or contractor(s) responsible for event management shall serve as advisers to the committee. The PATT board chairperson and president/CEO are ex-officio members of the committee.

## **Committee Meetings**

The Committee should meet at least quarterly, including in-person meetings during PATT board summer and winter retreats.

## **Reporting Relationship**

The committee shall submit a written report of its meetings to each meeting of the board of directors of PATT. The report should explicitly request any action or direction required from the board. The committee shall operate within the confines of PATT's articles of incorporation, by-laws, and policies.

## **PATT Staff and/or Contractor support of Committees**

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Chairperson: James Morrison

# Professional Development Committee

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## **Committee Purpose**

The purpose of the Professional Development Committee is to recommend policies to PATT's board of directors governing professional development education activities; develop and implement a professional development plan for the organization, its investors and the travel and tourism industry; and to assist PATT staff and contractors in planning and executing professional development events for the travel and tourism industry.

## **Committee Members**

The chair of the committee shall be appointed annually by PATT's board chairperson from the directors of the organization. Committee members may serve at the discretion of the committee chair and must be individual investors or employees of a business investor in good standing in PATT. PATT staff and/or contractor(s) responsible for event management shall serve as advisers to the committee. The PATT board chairperson and president/CEO are ex-officio members of the committee.

## **Committee Meetings**

The Committee should meet at least quarterly, including in-person meetings during PATT board summer and winter retreats.

## **Reporting Relationship**

The committee shall submit a written report of its meetings to each meeting of the board of directors of PATT. The report should explicitly request any action or direction required from the board. The committee shall operate within the confines of PATT's articles of incorporation, by-laws, and policies.

## **PATT Staff and/or Contractor support of Committees**

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Chairperson: Dee Fegan

# TravelPAC Fundraising Committee

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## **Committee Purpose**

The purpose of the TravelPAC Fundraising Committee is to develop and implement fundraising activities and strategies consistent with state and federal election laws to ensure an adequately funded Political Action Committee to support PATT's political platform objectives.

## **Committee Members**

The chair of the committee shall be appointed annually by PATT's board chairperson from the directors of the organization. Committee members may serve at the discretion of the committee chair and must be individual investors or employees of a business investor in good standing in PATT. PATT staff and/or contractor(s) responsible for political advocacy shall serve as advisers to the committee. The PATT board chairperson and president/CEO are ex-officio members of the committee.

## **Committee Meetings**

The Committee should meet at least quarterly, including in-person meetings during PATT board summer and winter retreats.

## **Reporting Relationship**

The committee shall submit a written report of its meetings to each meeting of the board of directors of PATT. The report should explicitly request any action or direction required from the board. The committee shall operate within the confines of PATT's articles of incorporation, by-laws, and policies.

## **PATT Staff and/or Contractor support of Committees**

Staff will attend Committee meetings and provided administrative support to the Committee as needed, including taking minutes, working with the committee chairs to schedule quarterly meetings and assisting with any other committee related business as needed.

Chairperson: John Oliver