

TTRA Management Team Responsibilities as of July 1, 2010
Provided by Treeline Associates

Krista Koehs

Accounting Supervisor (retained 8 hours a week)

- 1 Processing incoming checks/credit cards
- 2 Create invoices/collections
- 3 Write checks/accounting entries
- 4 Create quarterly, annual and ad hoc financial reports
- 5 Support bank reconciliation and year-end audit process
- 6 Manage cash flow
- 7 Manage budgeting process

Kyle Koehs

Associate Executive Director (approximately 40 hours a week)

- 1 Coordinator for member services
- 2 Coordinator for Board and executive committee meetings
- 3 Assemble Board packet information
- 4 Work with Board and officers to complete day-to-day issues
- 5 Coordinator for nominations and bylaw
- 6 Coordinate web development/web postings
- 7 Coordinator for FTF Board meetings
- 8 Coordinator for future event selection process
- 9 Process mail
- 10 Committee coordination
- 11 Chapter coordination
- 12 Create "Monthly TTRA Leadership Update"
- 13 Coordinator for membership development
- 14 First level expenditure approval
- 15 Final expenditure/financial approval
- 16 Act as the organizational representative (along with the Board President)
- 17 Association spokesman with the press/media
- 18 Assist COO

Kathy Palmer

Event Coordinator (approx. 8 hours a week July-December; 16 hours a week January-March; 32+ hours a week March - June)

- 1 Coordinator for conferences
- 2 Manage event vendors
- 3 Negotiate event contracts
- 4 Coordinator for sponsor solicitation and contracts
- 5 Manage day to day staffing

Michael Palmer

Chief Operating Officer (limited time as needed)

- 1 Work with Board and officers on strategic issues
- 2 Provide leadership to the strategic planning process
- 3 Assist with international development
- 4 Strategic relations within the travel trade industry
- 5 Finalize key vendor contracts
- 6 Board Training