



CITY OF WACO

APPLICATION
For Waco Convention & Visitors Bureau/Waco Convention Center
Board of Directors

Become involved in your community! The Waco City Council welcomes applications from those who are interested in serving as a member of the Waco Convention & Visitors Bureau/Waco Convention Center Board of Directors. Volunteering gives you the opportunity to voice your concerns and influence decisions that involve your community's future. You can make a difference in your community!

*Please return this form to the address on the back page or email to City Secretary's Office at citysecretary@wacotx.gov.
Your resume is also welcome in addition to this form.*

NOTE: THIS INFORMATION IS PUBLIC INFORMATION IN ACCORDANCE WITH THE PROVISIONS OF THE TEXAS PUBLIC INFORMATION ACT. IF APPOINTED TO SERVE ON A BOARD/COMMISSION YOU MUST COMPLETE OPEN GOVERNMENT TRAINING AS REQUIRED BY THE TEXAS ATTORNEY GENERAL.

Name: _____
(Last) (First) (MI)

Home Address: _____ City: _____ Zip Code: _____

Home Telephone: _____ Email Address: _____

Cell Phone: _____ Business Name: _____

Business Address: _____ City: _____ Zip Code: _____

Business Telephone: _____ Profession: _____

Preferred Mailing Address: _____ City: _____ Zip Code: _____

Under the Texas Public Information Act, you may elect to have certain personal information withheld from public release. Please indicate if you wish to have this information withheld from a Public Information request.

I **DO** _____, **DO NOT** _____ wish to have my home address, home telephone number, personal cell phone number or personal email provided as information in a public information request.

FOR OFFICE USE ONLY

Council District: _____ Date Appointed: _____

Registered Voter: _____ Appointed by: _____

Police Check: _____ Appointed to: _____

Date Qualified: _____

Have you ever served as a member of any City of Waco Board or Commission? Yes No

If yes, please indicate the board or commission and approximate dates of service:

What experience or background do you have that may qualify you for service on this board?

Please list any civic or community endeavors in which you have been involved that are related to tourism or the convention business, such as hospitality, culture and the arts, sporting events, etc.

Have you ever been convicted of a crime, other than minor traffic violations? Yes No

If yes, please explain:

I hereby certify that the information given by me in this application is true and complete. I understand and agree that any false information or misrepresentation is sufficient grounds for disqualification.

(Signature)

(Date)

Thank you for taking the time to complete this application. It will be helpful to the Waco City Council in making appointments to this important board. Please feel free to attach a resume or other supporting documentation that you feel should be considered.

Return completed application to:
Esmeralda Hudson, TRMC
City Secretary
P.O. Box 2570
Waco, TX 76702
(254) 750-5750

Revised September 2017

**Waco Convention & Visitors Bureau/Waco Convention Center
Board of Directors
Description of Responsibilities**

The City of Waco is forming a new board to fulfill an important role with the Waco Convention Center (WCC) and Waco Convention and Visitors Bureau (CVB).

Role & Duties

Board members will be expected to attend board meetings and one annual planning meeting, with minimum attendance requirements to be determined, and to prepare in advance in order to be well informed on the WCC/CVB's performance.

The duties of this Board will include but not be limited to:

- Review requests from groups for incentive dollars
- Support and monitor the Annual Marketing Plan
- Review operational, sales, and marketing information for the WCC/CVB
- Participate in development of WCC/CVB goals
- Provide support for the adopted booking policy
- Monitor customer service results

The Board will focus its efforts in guiding and supporting the WCC/CVB in accordance with the goals and directives of the City Manager and Waco City Council. Board members must live or work in McLennan County.

Nomination & Terms

Board members will be nominated by the Waco City Council for two year terms. The City of Waco will perform background checks on all candidates.