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ARTICLE XIII - ADMINISTRATION

Section 1 Executive Director Pursuant to Ordinance Number 95-15 the Executive Director of the Tourist Development Council shall be hired by the Council Pursuant to Resolution Number R02 02 the County Administrator shall be permitted to be involved in the selection of the Executive Director of the Council The selected Executive Director shall be recommended to the Board of County Commissioners for approval The compensation for the Executive Director shall be set by the Council at a level commensurate with the responsibilities of the position and approved by the Board of County Commissioners as part of the annual budget The Executive Director and Tourist Development Council staff shall operate under and abide by all Leon County Board of County Commissioners Policies and Procedures The Executive Director shall be the principal administrative officer of the Council His/her duties shall include with direction and policies established by the Council

- a Oversight and management of the Tourist Development Council office
- b Serve as community spokesperson on tourism-related issues
- c Hiring supervision and termination of employees consultants and/or advisors
- d Supervision oversight and maintenance of all financial records program contracts special event grants and other records of the Council under the direction of these bylaws or as may be prescribed by the Council
- e Presentation of periodic financial reports and annual budgets in concurrence with the responsibilities of the Finance Audit committee and as may be requested by the Council
- f General oversight supervision and maintenance of all programs activities and subsidiary organizations of the Council
- g Fulfillment of other executive management responsibilities as may be in the best judgement of the Director and/or assigned by the Council and which are not in conflict with these bylaws or established policies & procedures
- h Serving as Leon County staff liaison for the Tourist Development Council