

**LA PLATA COUNTY  
POSITION DESCRIPTION  
VOLUNTEER – LODGING TAX PANEL**

**Strategic Plan Alignment:** Economic Vitality

**Purpose:** To administer the tourism fund to advertise and market tourism in La Plata County.

**Duties:**

- a. To administer the tourism fund to advertise and market tourism in La Plata County;
- b. To provide an audited accounting of the fund to the Board of County Commissioners on an annual basis.

*Full Resolution creating the Lodging Tax Panel can be found in the La Plata County Code: Chapter 2, Article III, Division 15, Sec. 2-461 through 463)*

**Qualifications:**

1. Members shall represent the tourism industry within La Plata County.

**Personal Commitments:**

1. To attend all meetings of the Lodging Tax Panel unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;
4. To fully participate in meetings of the Lodging Tax Panel;
5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;
6. To observe local, state and federal laws, particularly open meetings and open records laws;
7. To cooperatively work with and respect the opinions of other Lodging Tax Panel members;
8. To treat all constituents and staff members with honor, dignity and respect;
9. To avoid the acceptance of any gifts or favors related to one's service in this position;
10. To honor and comply with the La Plata County Code of Ethics Policy (attached);
11. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_