



**FINANCE AND ADMINISTRATION
COMMITTEE**

A Program of ICCVB



Mission Statement:

The Finance and Administration organization, operating as a niche committee of ICCVB, exists to counsel and assist one another in matters relating to Illinois Office of Tourism grants and other financial and administrative issues. The group networks to stay informed and updated on Illinois Office of Tourism rules and regulations in order to remain in compliance with grant requirements

Overview:

The Finance & Administration committee consists of a group of people responsible for the budgeting, reporting and total fulfillment of the LTCB Grant along with other duties as assigned. This group meets during ICCVB scheduled meetings, but is available to each other on a continuous basis for support and assistance.

Goals and Objectives:

- Maintain a good working relationship with Illinois Office of Tourism /DCEO
- Establish and maintain a current database with CEO's and Finance and Administration contacts of each bureau by updating e-mailing list regularly.
- Explore money making projects to supplement individual Bureau finances.
- Continue to stay abreast of budget and funding issues.
- Assist and mentor F&A personnel with preparing for monitoring visits and audits.
- Provide a forum for F&A members for discussion of grant, personnel/office issues.
- Work with Illinois Office of Tourism on improving LTCB reports.

Strategies:

We as a committee work diligently to try to keep all personnel who attend and who do not attend the meetings informed on changes and updates and notes taken from the meetings.

Committee Structure:

Darlene Chapman, ILLINOISouth Tourism - Committee Chair

Brittany Henry, Jacksonville Area CVB – Liaison

5/1/19