

MONTSERRAT TOURISM AUTHORITY



INVITATION TO SUBMIT EXPRESSIONS OF INTEREST

ESTABLISHMENT OF BOARD OF DIRECTORS FOR THE
MONTSERRAT TOURISM AUTHORITY



APRIL 8, 2024

ISSUED BY: THE OFFICE OF THE PREMIER – TOURISM DIVISION
BRADES, MONTSERRAT

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Overview

The Tourism Authority Act, 2024 has been enacted for the establishment of the Montserrat Tourism Authority to regulate tourism and for connected purposes, which shall be managed by a Board of Directors (hereinafter referred to as “the Board”) who shall be responsible for the execution of the policy and the general administration of the Authority.

The Composition of the Board will constitute members appointed by the Governor acting on the advice of Cabinet who will serve a term not exceeding three (3) years and is eligible for re-appointment.

In an effort to afford a transparent selection of members to serve on the Tourism Authority, Expressions of Interest are invited from suitably qualified candidates who are desirous of becoming a board member of the Tourism Authority. The successful candidates will be selected following an assessment, based on the eligibility criteria outlined below. The duties performed by the members of the board must be carried out professionally and ethically in accordance with the aims and objectives of the Montserrat Tourism Authority. Candidates are required to declare any (real or perceived) conflict of interest

Background

The Montserrat Tourism Authority Board of Directors is constituted under the Montserrat Tourism Authority Act (No. 3 of 2024) for the purpose of executing the tourism policy and the general administration of the Authority.

The Functions of the Authority are:

- (a) to develop all aspects of the tourist industry of Montserrat and to promote its efficiency;
- (b) to adopt all measures as the Authority may think fit to advertise, promote and market Montserrat as a tourist destination;
- (c) to promote and encourage increased shipping and airline facilities to increase tourist traffic to Montserrat;
- (d) to secure the most favourable arrangements for the entry of tourists into Montserrat;
- (e) to encourage the development of amenities to enhance the appeal of Montserrat to tourists, including entertainment, conservation of local flora and fauna, nature trails and handicrafts;

- (f) to undertake research, experiments and operations as may appear necessary for the improvement of the tourism industry and to prevent or minimize any undesirable factors that may affect it;
- (g) to foster an understanding within Montserrat of the importance and economic benefit of the tourist industry;
- (h) to make enquiries of, and to collect information as it may think necessary for the purpose of carrying out its functions; and
- (i) generally, to take all such other lawful measures as it may consider necessary to assist it in carrying out the purpose of the Act.

General Powers of the Authority:

Subject to the Act, the Authority shall have power for the purpose of the discharge of its functions as outlined above to:

- (a) carry on all activities as appear necessary or convenient for or in connection with the carrying out of its functions; and
- (b) do anything and to enter into any transaction (whether or not involving expenditure, borrowing or investment of money or the acquisition of any rights in property) which in its opinion is essential to facilitate the proper carrying out of its functions or is incidental or conducive to its functions.

Qualifications and Experience

The Board of Directors shall be individuals who possess relevant qualifications, skills and experience:

- at least 5 years' experience in the tourism industry preferably in a managerial role
- experience in the hospitality sector to include the management of tourist accommodations, real estate management, travel agency, air travel, public relations or cruise ship activities; members of the tour and taxi association, destination management or any other related field
- In-depth knowledge of tourism industry's trends, challenges and opportunities
- have technical expertise or skills or a deep understanding of Tourism Product and Marketing and branding
- Possess strong leadership qualities and experience in strategic planning, decision-making and consensus building.

- Understanding of financial management principles, budgeting, and financial reporting
- Ability to provide vision and direction to the Authority in line with the goals and objectives of the Authority.
- Understanding of relevant laws, regulations, and industry standards governing the tourism sector.
- Good interpersonal skills with the ability to communicate effectively both verbally and in writing
- An in-depth knowledge and understanding of Montserrat's culture and nuances.

Application: Content and Deadline

Suitably qualified and experienced individuals who wish to serve on the Board of Directors of the Montserrat Tourism Authority are asked to submit their Curriculum Vitae (CV), together with a Personal Statement outlining experience and interest in the work of tourism, the value that he/she can add to this role and one (1) Reference Letter. The information is to be placed in an envelope labelled 'MONTSERRAT TOURISM AUTHORITY BOARD OF DIRECTORS APPLICATION'. This is to be (i) submitted to the Permanent Secretary, Office of the Premier, Government Headquarters, Brades or (ii) emailed to the attention of the Permanent Secretary at opjobs@gov.ms, no later than Wednesday, April 24, 2024.

Prospective applicants seeking additional information on this assignment are invited to email info@montserrattourism.ms

Remuneration:

The applicants appointed to serve on the Board will be notified and advised of remuneration accordingly.