



GACVB
SILVER CERTIFIED

Benchmark of Excellence

GEORGIA CVB DESTINATION MARKETING ORGANIZATION

Benchmark of Excellence **CERTIFICATION**

LEVEL II – SILVER STANDARD

A roadmap for creating and maintaining a recognized standard
of excellence for destination marketing organizations.



LEADERSHIP INSTITUTE

COLUMBUS STATE UNIVERSITY

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Benchmark of Excellence Certification History

Destination marketing organizations in the state of Georgia are diverse and have unique operations, programs, and structures. However, the GACVB believes there is a distinct set of measures of quality and professionalism achievable by Georgia DMOs of all sizes, and is pleased to offer the GACVB Destination Marketing Organization Benchmark of Excellence Certification (BEC) program.

The BEC program presents the opportunity for organizations to measure their practices and achievements against a defined set of competencies which serve to increase the overall professionalism and effectiveness of the organization.

In 2008, the GACVB launched its BEC Program for Georgia Destination Marketing Organizations. The program was designed to provide a roadmap for continually creating and maintaining a standard of excellence in all areas of operation. Meeting the required standards earns the bureau/DMO “Benchmark of Excellence Certification.”

The BEC process is exclusively offered to GACVB members. Benchmark of Excellence Certification is valid for a term of three years, terminating on the anniversary of the most recent BEC. Benchmark Excellence is renewable.

BEC is administered through the Cunningham Center for Leadership Development at Columbus State University, a unit of the University System of Georgia.

Mission

The mission of the Georgia Convention and Visitors Bureau Destination Marketing Organization BEC program is to define a set of standard organizational competencies against which the organization can measure its achievements with the goal of reaching and maintaining these standards. Presence of these competencies serves to increase the overall professionalism and effectiveness of the organization and its staff, thus positively impacting the CVB/DMO staff member, the organization, and stakeholders served.

Benefits

- Enhances leadership development for the entire organization
- Provides benchmarks for measuring CVB/DMO operations
- Provides direction for professional development plans, both organizational and individual

- Develops pride in the organization
- Brings prestige, respect, credibility, and recognition of the CVB's/DMO's role in the community
- Recognizes the CVB/DMO as exhibiting industry best practices

Submission Process

- The BEC is broken down in to 3 Levels of application:
 - Level I – **The Bronze Standard**: Bronze certification indicates the applying CVB/DMO has met the minimum requirements of the BEC.
 - Level II – **The Silver Standard**: Silver certification indicates the applying CVB/DMO has met advanced requirements of the BEC.
 - Level III – **The Gold Standard**: Gold certification indicates the applying CVB/DMO has met the highest level of requirements of the BEC.
- You may apply for BEC at any level or you may begin with Level I and work your way up.
- **Review the three levels of the application** found under GACVB Benchmark of Excellence Program Information in the Forums section of the GACVB Member Network Ning site (www.georgiacvb.ning.com). Make a self determination as to which level to proceed at with the BEC process.
- **The Level II Silver Standard ONLY application is included in this downloadable packet.**
- **Submit a Letter of Intent to participate in the BEC process.** This allows the applicant to be updated about the BEC process. An electronic copy sent to certification@gacvb.com is acceptable with an electronic signature. Otherwise, a hard copy may be mailed to:

Shana Young, Program Coordinator
GACVB Benchmark of Excellence Certification Program
c/o The Leadership Institute at Columbus State University
3100 Gentian Blvd., Columbus, GA 31907

- **Complete/submit** the application package in electronic format to certification@gacvb.com or save to disk and mail to above address.

Fee and Deadlines for Level II Submission:

- \$ 500, payment due as follows:
 - \$200 submitted with Letter of Intent. The balance of the \$500 is due upon final package submission.
 - **NOTE:** *If the applying CVB/DMO has already been awarded Level I Bronze Standard Status a one-time payment of \$100 is the only amount due to proceed with Level II application. The \$100 is due with the Letter of Intent for this level.*
 - Only six packages will be reviewed per quarter. Review is on a first come, first serve basis.
 - The program fees are payable by check or credit card. To pay by check, make payable to CCLD and mail payment to the address listed above. To pay by credit card, email certification@gacvb.com and a payment link will be sent to you.

Completed applications are accepted electronically at certification@gacvb.com. The first come, first serve status will be established by the date and time stamp of the submitted package's email. If the date falls on a weekend, the deadline is adjusted to the following Monday. Only four packages will be accepted per review date.

All questions regarding the application and the application process should be directed to certification@gacvb.com.

Review Process

Once full payment and an electronic copy of the completed package have been received, the package is eligible for review by the Benchmark of Excellence Certification Review Board at a quarterly review session.

After the package is reviewed, a confidential report will be provided to the bureau/DMO executive within 60 days indicating an approved or disapproved status.

In the event of a disapproved status, the Review Board will provide recommendations for attaining the approved status, and the package may be resubmitted without additional charge for a second review if the resubmitted package is received within six months of the original submission. If the package is resubmitted after the six month deadline, an additional \$100 review fee will apply. Resubmittals are

guaranteed to be reviewed at the next scheduled review session after receipt of the package. The package may be submitted for a second review only once without additional cost to the bureau/DMO.

Three or more submittals of the same package each requires a \$250 review fee if submitted within one year of the original submission. Re-submittals not made within the one year time limit of the original submission are subject to original submission fees, and must repeat the initial submission process.

Benchmark of Excellence Certification Review Board

The Benchmark of Excellence Certification Review Board is comprised of the following industry professionals and subject matter experts:

- Current President, GACVB
- BEC Committee Chairman, GACVB
- Executive Director, GACVB
- Representative, Southeast Tourism Society
- Representative, Tourism Division, GDEcD
- Representative, Leadership Institute at Columbus State University
- Subject Matter Experts as needed, at the discretion of the Board, to include attorneys, CPA's HR specialists, and other business professionals

Responsibilities:

Review submitted materials, provide recommendations, conduct site visits, and determine certification approval status

Benchmark of Excellence Certification Review Board members are bound to the terms of a GACVB Review Board Confidentiality Agreement.

Certification Awards

Approval of the BEC application package and an approved site visit yields the bureau/DMO the status of *Benchmark of Excellence Certification LEVEL II SILVER STANDARD* for a term of three years.

Post Benchmark of Excellence Materials

Upon notice of approved certification, the DMO/bureau receives:

- Recommendations for improvement
- CCLD/GACVB Destination Marketing Organization Benchmark of Excellence Certification Certificate, **Level II Silver Standard** appropriate for display
- A date-stamped camera- ready logo for incorporation in bureau/DMO collateral and communications
- Statewide press release from the GACBV

Maintaining Benchmark of Excellence Certification Status

Benchmark of Excellence (BEC) Certification status is effective for a term of three years, terminating on the anniversary date of the most recent. To maintain/renew BEC status, a bureau/DMO must repeat the certification process at the current certification rate.

Contact Information

Email: certification@gacvb.com

Phone: 706.569.2415

Mail: Shana Young, Program Coordinator
GACVB Benchmark of Excellence Certification Program
c/o Cunningham Center for Leadership Development
3100 Gentian Blvd., Columbus, GA 31907

Benchmark of Excellence Criteria

Areas of Focus for Level II – Silver Standard Certification

There are seven sections of the Level II Silver GACVB Benchmark of Excellence Certification application:

1. Governance
2. Finance
3. Human Resources and Staff Development
4. Technology
5. Marketing and Communications
6. Stakeholder Services and Customer Focus
7. Facilities

Formatting Your Package

Your application should follow the format provided, addressing each item in the order in which it is listed. Clearly the application does not provide room for answers, and attachments will be necessary, so use your best judgment in designing your completed package. However, please embed responses whenever possible to avoid excessive references to an attachment.

Include the original question and its corresponding section and number, such as 1-3, or 1-5, g, with each answer or attachment.

More than likely, your package will be too large to send electronically. Best practices dictate for the document to be converted to PDF format and saved to a CD for mailing. Another option is to email the PDF document by using a third party service such as *www.yousendit.com*.

The Certification program manager will distribute the package to Review Committee members.

Benchmark of Excellence Certification Application

1. Governance

Standard:

BEC approved DMOs have a clearly stated mission and purpose, the organizational structure is defined, and the board of directors and staff roles and responsibilities are understood.

Minimum qualifications:

- Articles of Incorporation or similar legal documents
- Mission and Vision statements
- Strategic Plan
- Bylaws
- Organizational Chart
- Functional Board of Directors
- Regularly held Board meetings
- Code of Ethics and/or Conflict of Interest Policies
- Local Enabling Legislation
- Statewide Enabling Legislation
- Contract City Government or County Government
- Georgia House & Senate Representation

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- 1-1. What is/are the DMO's current mission and/or vision statement(s)?
 - 1-2. Attach a copy of the written Strategic Plan that is less than two years old. How was the Strategic Plan created?
 - 1-3. Attach a copy of the current articles of incorporation or charter.
 - a. Has each board member received a copy of the bylaws?
 - b. Attach a copy of the organizational chart, indicating staff members assigned to each component of the organizational structure.
 - 1-4. Board Members

- a. How many officers and directors?
- b. What are Board member term limits?
- c. Provide outlines and dates of last two Board member orientations held.
- d. Provide a copy of the Board member manual?
- e. Attach the minutes from the last three board meetings.

1-5. How Your Organization is Formed

- a. Does your organization have a 501(c)6 designation from the IRS?
- b. Is your organization part of the County Government, Chamber of Commerce, Downtown Development Authority, City Government, or Joint Development Authority?
- c. Please attach a copy of the contract between your CVB and your local government.
- d. Please attach a copy of your local and state enabling legislation.

1-6. Representation

- a. Who are your elected officials in the Georgia House & Senate? Please provide names(s) and district number.

2. Finance

Standard:

BEC approved DMOs conform to generally accepted accounting principles (GAAP), have created and adheres to financial policies, operate on a budget approved by the board of directors, and adhere to regular audits of DMO financial records.

Minimum qualifications:

- Has an annual operational budget in place, approved by Board of Directors
 - Accounting and reporting systems are maintained electronically (technology)
 - Maintains current financial statements
 - Conducts regular audits of financial records (how often should this take place, and by whom?)
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- 2-1. Please provide a copy of the current annual operating budget.
- 2-2. Are budgets and financial statements approved by the Board? How often? Provide the most recent approved budget and financial statement.
- 2-3. When were financial statements last reviewed or audited by an outside party? Please provide the official post audit letter of opinion received from the reviewer.
- 2-4. What are payroll procedures?

3. Human Resources and Staff Development

Standard:

BEC approved DMOs meet all federal and state regulations governing employers and acts as a catalyst in the professional development of its staff.

Minimum qualifications:

- Employee handbook and personnel policies current and in place
- Current job descriptions for all employees
- Employee performance review procedures in place

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- 3-1. Please provide written job descriptions for each staff position.
 - 3-2. Please attach a copy of personnel policies procedure manual (employee handbook)?
 - 3-3. Is there a new employee orientation program? Please provide a copy of orientation materials.
 - 3-4. How often is employee performance reviewed?
 - 3-5. Is the DMO's executive director's performance reviewed? If so, by whom? Please describe the process and provide any forms used.

4. Technology

Standard:

BEC approved DMOs have the technological ability to maintain information in a current and secure manner, and use technology to its fullest extent to conduct DMO business in an efficient and effective manner.

Minimum qualifications:

- Telephone, computer, fax. Email, and mailing systems
- Database management system
- Internet and email policy for employees

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- 4-1. Please attach a copy of your Internet/E-mail usage policy.
- 4-2. Does the DMO maintain any data bases? If so, describe the data base(s) and how it/they is/are housed and maintained.
- 4-3. How is your website managed and maintained? When was it last updated?
- 4-4. Please describe how the DMO uses technology to bolster its mission.

5. Marketing and Communications

Standard:

BEC approved DMOs have a comprehensive marketing plan and execute marketing strategies which tie in with the DMO's annual budget and goals.

Minimum qualifications:

- A comprehensive and executable marketing plan
- Effectively uses website as a marketing tool
- Provides updated collateral materials for target markets

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- 5-1. Please attach a copy of the DMO's Marketing Plan.
 - 5-2. Please describe the specific products and services offered.
 - 5-3. How many of each of the following has your DMO conducted or attended in the last three months? If none, please explain.
 - a. Tradeshows attended/exhibited
 - b. Familiarization tours
 - c. Number of sales calls
 - d. Number of client site inspections
 - e. Client events
 - f. Sponsorships
 - 5-4. What trackable performance measures are in place? Provide the most recent reports for each.
 - 5-5. List the key market segments served, and what the DMO does to directly benefit each segment.
 - 5-6. Provide copies of all current collateral materials used to meet the needs of stakeholders.
 - 5-7. What is being done to drive visitors to your website? If available, provide statistics on website hits for the last six months.

6. Stakeholder Services and Customers

Standard:

BEC approved DMOs maintain measures of stakeholder impact and designs its sales focus to meet the needs of its markets.

Minimum qualifications:

- Procedures for responding to inquiries
- Defined set of services offered for all markets served

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- 6-1. Describe the typical inquiry process, and mechanisms in place to provide for a standardized level of customer service.
- 6-2. Describe your customer feedback mechanisms, and provide customer comments received in the past six months as a result of these feedback mechanisms.

7. Facilities

Standard:

BEC approved DMOs maintain premises, furniture, equipment, and property in a respectable manner which sustains and preserves value, both financially and in the eyes of its stakeholders.

Minimum qualifications:

- Projects an image appropriate for the business community
- Is accessible to the public
- Adheres to workplace safety, including OSHA regulations

7-1. Please describe a description of the DMO's facility and occupancy arrangement. (Leased, owned, etc.)

Conclusion and Signature Page

Congratulations! You have completed the BEC Application package.

Please read, sign, and attach this final page to your completed application. It is required for review of your package. This page may be submitted electronically with electronic signatures at the time of electronic package submission or a hard copy with original signatures may be mailed to:

Shana Young, Program Coordinator
GACVB Benchmark of Excellence Certification Program
c/o The Leadership Institute at Columbus State University
3100 Gentian Blvd.
Columbus, GA 31907

We certify, as an elected office and executive employee of the

(Bureau/DMO Name)

that we have fully researched the questions in the application and that all answers are provided are accurate and complete.

Signatures:

Chief Paid Executive

Chief Elected Officer

Date