



## **VOLUNTEER JOB DESCRIPTION**

**POSITION TITLE:** Lodging Tax Advisory Committee

**DEPARTMENT:** Board of County Commissioners and Administrative Services

The Lodging Tax Advisory Committee is composed of at least five members, appointed by the Board of County Commissioners. The committee membership includes: at least two members who are representatives of businesses required to collect the lodging tax; at least two members who are persons involved in activities authorized to be funded by revenue received; and one elected official of Kitsap County who shall serve as chair.

Individuals representing organizations involved in activities and local agencies promoting tourism that are authorized to be funded by lodging tax revenue but which are not applying for funds in current distribution year, and businesses required to collect lodging tax, may apply to serve on the committee.

### **POSITION SUMMARY:**

Act as part of an advisory body to advise and make recommendations to the Kitsap County Board of Commissioners on how to distribute and expend lodging tax revenue. Review all applications and conduct applicant interviews. The committee may also meet as needed when a new lodging tax, a rate increase, a repeal of an exemption or a change in use of revenue is proposed. Terms are for one year.

### **SKILLS AND QUALIFICATIONS:**

Must be a Kitsap County resident representing either a business required to collect the lodging tax or a representative of an organization involved in activities authorized to be funded by lodging tax revenue or a representative of a local agency involved in tourism promotion but who are not applying for funds in the current distribution year. Must be willing to function as part of an advisory team. Must be willing and able to attend two or three meetings for applicant interviews.

### **MEETING DATES (required availability for all LTAC members, though orientation may be flexible):**

*All meetings will be held in person in 2023 in the Kitsap County Administration Building, 619 Division Street, Port Orchard, with a hybrid option for applicants and the public only.*

<b>Lodging Tax Advisory Committee Orientation:</b>	<b>1 p.m.-2 p.m. Tuesday, Aug. 15 - VIRTUAL</b>
<b>Lodging Tax Applicant Interviews:</b>	<b>10 a.m.-5 p.m. Tuesday, Aug. 29 – IN PERSON (lunch break with lunch provided)</b>
	<b>8 a.m.- 5 p.m. Thursday, Aug. 31 – IN PERSON (lunch break with lunch provided)</b>

***Daily times may change, especially on Thursday, Aug. 31, depending on the number of lodging tax applicants. LTAC funding deliberations usually immediately follow interviews if time allows.***

*For more information contact Kitsap County Volunteer Services at [rpirtle@kitsap.gov](mailto:rpirtle@kitsap.gov).*