

Austin Convention Enterprises, Inc.
President Job Description

The Board of Directors (the “**Board**”) of Austin Convention Enterprises, Inc. (the “**Corporation**”) seeks an individual to serve as President of the Corporation. The President is expected to devote up to approximately 20 hours per week to the position and will be an employee of the Corporation. The Board prefers that the President reside in the Austin-area, but will consider candidates who reside in other areas. Maximum annual compensation is anticipated to be up to \$140,000, plus reimbursement of out-of-pocket-expenses.

The Corporation is a public facility corporation formed by the City of Austin pursuant to Chapter 303 of the Texas Local Government Code. Its primary function is to finance, own, and operate the Austin Convention Center Hotel (the “**Hotel**”), currently managed by Hilton Management LLC. Detailed information about the Corporation has be found at www.austinconventionenterprises.com.

The President shall be the chief executive officer of the Corporation and, subject to the Board, shall be in general charge of the properties and affairs of the Corporation including the Hotel. The President shall:

1. Lead preparations for, post timely notice of, and preside at all meetings of the Board, including review and preparation of Board meeting agendas and supporting materials;
2. Serve as an appointee of the Corporation to the Austin Convention Condominium Association, Inc. ("ACCA") board of directors and attend all ACCA board of directors meetings and any ad hoc ACCA committee meetings;
3. Serve as the primary point of contact for the Corporation the with Austin City Council, City Manager’s Department, Austin Convention Center Department, ACCA, Trustee, Hotel Manager, Asset Manager, auditor, rating agencies, investors, consultants, accountants, attorneys, auditors, financial advisors, and all other professionals engaged by the Corporation, as well as the general public and press.
4. Serve as the Corporation’s primary liaison to, and meet regularly with, Corporation’s legal counsel regarding legal matters;
5. Negotiate, sign and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the Corporation;
6. Negotiate and authorize contracts without Board approval if the term of such contract does not exceed one year and the amount associated with such contract does not exceed \$5,000;
7. Direct the treasurer of the Corporation to pay expenses of the Corporation not to exceed \$5,000, or in such greater amount if specifically authorized, or pursuant to a budget approved, by the Board;

8. Make recommendations regarding the proposed administrative operating and capital plans and budget for the upcoming operating year and each succeeding year;
9. Coordinate with ACCA's asset manager to prepare and review operating and capital plans and budgets for the upcoming operating year and each succeeding year thereafter;
10. Review reports required to be delivered by the Hotel manager pursuant to the Hotel Operating Agreement;
11. Review reports required to be delivered by the trustee pursuant to the Indenture;
12. Review reports required to be delivered by Corporation's asset manager pursuant to the Asset Management Agreement;
13. Review quarterly and annual financial statements of Corporation, as well as draft mandatory and voluntary disclosure notices, and timely post disclosure thereof on the Municipal Securities Rulemaking Board's EMMA system;
14. Maintain the Corporation's electronic website and physical address;
15. Supervise and coordinate activities of the Corporation's facilities consultant, including negotiation of architect, construction, renovation, and remediation contracts;
16. Direct weekly teleconferences with representatives of the Hotel Manager, ACCA, and ACCA members regarding building maintenance and repair issues;
17. Monitor and coordinate compliance by the Corporation with its obligations under the Indenture, Hotel Operating Agreement, Continuing Disclosure Agreement, master Declaration and other agreements;
18. Serve as the primary point of contact responsible for responding to inquiries under the Texas Public Information Act;
19. Maintain a forward-looking project operating cash flow, reserve, and capital sufficiency spreadsheet analysis;
20. Perform all necessary administrative tasks required for the day-to-day operation of the Corporation; and
21. Perform any other reasonable requests made by the Board of Directors to assist in the day-to-day management of the affairs of the Corporation.