



Dear SYTA Youth Foundation Supporter,

The SYTA Youth Foundation is taking nominations for the 2017-2018 Board of Trustees. The Foundation relies on you to nominate yourself or another qualified, dedicated individual to be considered for a Trustee position. We are looking for highly motivated individuals who will strive to carry out the mission of the Foundation for a two year term (August 2017 through August 2019).

Your Role as a Trustee

The role of the Foundation's Board of Trustees is visionary, and includes fundraising and strategic planning. This is your chance to influence the direction and programs of the Foundation. Nominees must be willing to participate on monthly conference calls and attend two face-to-face meetings per year. Trustees will also be asked to sign a Trustee Agreement form with basic information pertinent to their role and involvement with the Foundation, the Student Youth Travel Association, and the tour and travel industry as a whole.

The SYTA Youth Foundation Mission

The SYTA Youth Foundation provides students/youth financial resources, and programming through travel experiences that impact the lives of tomorrow's global citizens.

To nominate an individual for the Foundation's Board of Trustees, please complete the attached application and return it to the Foundation by May 24, 2017. The current Board of Trustees will evaluate the applications and propose a list of Trustees to be approved by the Board.

Thank you for your interest in the SYTA Youth Foundation.

Sincerely,

A handwritten signature in black ink that reads "Sheelagh Wylie".

Sheelagh Wylie  
SYTA Youth Foundation, Chair

Attachments:  
2017 Nomination Application  
Board of Trustees Agreement



syta  
youth foundation

### Board of Trustees Nomination Form

Name of Nominee: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a member of SYTA? \_\_\_\_ yes \_\_\_\_ no

Volunteer Experience:

What do you bring to the SYTA Youth Foundation Board of Trustees that will further our mission & goals (you may use the back of this form if you need more space)?

I, \_\_\_\_\_, certify that I have read and understand the SYTA Youth Foundation Trustee Agreement.

Signed

Date

**Submit Nomination Form via Mail, Email or Fax to:**

**SYTA Youth Foundation**  
8400 Westpark Drive, 2<sup>nd</sup> Floor  
McLean, VA 22102  
[emilligan@syta.org](mailto:emilligan@syta.org)  
(703) 610-0270 - fax



**Trustee Agreement**  
**(If approved, you will be asked to sign this agreement)**

As a trustee of the SYTA Youth Foundation ("SYF" or the "Foundation"), I understand that I have a duty to help the organization do the very best work possible in pursuit of its goals. I am committed to the purpose and mission of the Foundation, and I will act responsibly and prudently as its steward.

**As a Trustee of the Foundation, I agree to the following six commitments:**

- I have read and agree with the bylaws and policies of the Foundation. I recognize that I have a fiduciary duty to act in the best interest of the Foundation at all times, and to consistently act within the scope provided by these bylaws and policies.
- I am responsible, along with the other trustees, for the Foundation's operations and activities. As such, I will act as a steward for the Foundation's activities and financial health. I will uphold this responsibility and always act in the best interest of the Foundation.
- I will take due care to avoid any conflicts of interest between my personal and professional interests and the interests of the Foundation. If conflicts arise, I will notify the Foundation chairman or vice chairman (if the conflict involves the chairman) who will work with me to resolve any conflict. I will publicly announce any conflict of interest during BOT meetings and abstain from all votes where I have a potential conflict of interest.
- If, at any time, I do not feel I can fully and responsibly execute the aforementioned fiduciary or stewardship responsibilities, or if I find myself with a conflict of interest which can not be resolved, I will advise the other trustees and offer to resign my position as a trustee of the Foundation.
- I recognize that my position as a trustee will involve a significant commitment of time, and I am willing to make this commitment. If at any time I feel I cannot continue to make the necessary time commitment, I will advise the other trustees and give them the opportunity to replace me with someone better able to contribute their time.
- I am responsible, along with other trustees, for assuring the financial health of the Foundation as well as the use of funds. I will consistently review our financial statements and take an active part in approving and monitoring the budget, the income statement, and all income-generating activities. I will keep all non-public information related to Foundation matters strictly confidential.

**In return, the SYTA Youth Foundation will provide the following support:**

- I will receive ample notice of all face-to-face and teleconference board meetings, committee meetings, and special events.
- I will be sent, in advance of each board meeting, an agenda, financial reports, and minutes of the previous meeting.
- The Foundation will cover all meal costs at pre-approved face-to-face meetings.
- My time, talents, and expertise will be appreciated and used appropriately by the SYF staff and other trustees.



## Trustee Agreement Continued

- Although trustees are expected to pay their own T & E expenses, trustees may submit expenses and the Foundation will agree to provide written confirmation of these expenses as in-kind donations for tax purposes.

### Ongoing Duties and Responsibilities of a Trustee

**In addition to the six commitments listed above, I agree to perform my duties and responsibilities as follows:**

- I will regularly attend and actively participate in both face-to-face and teleconference board meetings. I will serve on at least one foundation committee. I will make my Foundation responsibilities a priority.
- I will review and understand all Foundation bylaws, policies and procedures and stay up-to-date on all of the Foundation's activities and programs.
- I will review all meeting minutes and financials on a timely basis and forward comments back to the responsible party.
- I agree to pay all of my own transportation, accommodation, and other (non-meal) T & E expenses related to my activities on behalf of SYF, including my participation in face-to-face meetings.
- I will respond to e-mail and phone messages in a timely manner. I will be available for phone consultations as need.
- I will execute tasks as agreed to (or as assigned) within the agreed timeframe.
- I will attend all Foundation events at the SYTA Annual Conference. I will promote the Foundation's work and values to the community, and act as a Foundation spokesperson at industry events when requested to do so. Only the chair, the executive director or other individuals specifically asked to do so by the chair, are authorized to express an official position on behalf of SYF.
- I will make, what is for me, a meaningful annual contribution. I understand that as a trustee, it is important that the Foundation be one of my philanthropic priorities.
- I will actively participate in and promote fundraising activities for the Foundation. These may include individual solicitation, planning fundraising events, selling tickets for special programs and events, identifying prospective donors, signing mail appeals and the like.
- I will stay informed about the activities of the Foundation. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.