



## **Student & Youth Travel Association 2017 Board of Directors Election FAQs**

### **Board of Director and Vice President Nominees**

*(Please read prior to completing application)*

Thank you for your interest in joining the SYTA Board of Directors. We really appreciate your commitment to SYTA. Here is information to help guide you through the nomination process.

#### **What must the nominee do?**

Nominees must have a complete nomination package on file at SYTA offices by 5:00pm EDT on May 24, 2017. The nomination package is available at [syta.org](http://syta.org).

#### **A complete nomination package includes:**

- Completed nomination form
- Candidate's statement
- Authorized signature that you are either the owner or senior manager of your company, and the designated **primary contact** of record with SYTA at the time of this application.
- Brief biography and photo (The photo should be a headshot, preferable in jpg format with a resolution of at least 300 dpi at 8X10 size).

#### **Who can be nominated?**

Only the designated primary contact for each member company may be nominated and their company must be a member in good standing (membership dues current).

- Active Member candidates must be Active (Tour Operator) Members
- Associate Member candidates must be Associate (Supplier) Members
- Vice President Active Member candidates must be Active (Tour Operator) Members

#### **Where do I find information to complete the nomination form and statement?**

The SYTA Strategic Plan, Bylaws and current Board of Directors roster can be found on [www.my.syta.org](http://www.my.syta.org) (under Governance). Nominees are encouraged to use this information and other resources to complete their forms and statements.

#### **Who selects the candidates?**

The Nominating Committee reviews the nomination packages and may contact nominees for additional information. The committee then selects the candidates with the goal of representing member segments by business type, industry experience, area of expertise and previous volunteer leadership.

The committee also reviews the terms of the current board members, and may ask candidates to wait another year based on the makeup of the current board and the goals of the strategic plan. Nominees who are not selected this year are encouraged to participate in leadership on committees and task forces.



Candidates are then presented to the Board of Directors for approval. Once approved, the candidates are notified by the Nominating Committee Chair that they have been added to the slate that will be presented to the membership.

**If I am selected as a candidate what happens next?**

The slate of candidates and their nomination package are shared with the SYTA membership. Candidates will have the opportunity to review the final set of materials before they are shared with the membership on July 3rd, 2017. Revisions to candidate materials are due by June 23, 2017.

**How do I campaign for office?**

Candidates may use the SYTA membership directory to find contact information for members and are encouraged to reach out to them personally. Email lists are not provided to candidates. If you have an email list of members you are asked not to use it for election purposes. Candidates may not mention other candidates in their literature or information. Candidates may not distribute visual literature at the Annual Conference (buttons, posters, flyers).

**Can I use video or social media?**

Candidates may be asked to prepare a short video to share with the membership. SYTA will provide guidelines and direction for video and social media prior to the election period.

**How do members vote for candidates?**

The designated primary contact will receive an email with a link to vote electronically for candidates. Each member company receives one vote. Candidates may vote for themselves.

**How many members need to vote?**

At least 20% of the members entitled to cast a vote shall constitute a quorum for the election. In the event of a tie, the members will be asked to vote again. If a second tie takes place, the Board of Directors will vote on the candidates.

**Why is the term of office three years?**

Board members say that it can take up to three years to be a fully functioning and contributing member of the Board. The first year is "orientation", the second year you understand Board governance and how SYTA and SYF work together, and the third year you are able to truly contribute as a leader and guide new board members.

**How much time is required as a board member?**

Board members are expected to attend two face to face board meetings (two nights/three days) in the Fall and Spring, and a half day meeting on the Thursday of Annual Conference.

The Board also meets monthly for one hour conference calls. SYTA utilizes an online communication tool, Basecamp, which also allows some BOD work to continue in between officially slated meetings.

Board members are also expected to participate in SYTA committees in the role of Board Liaison. Most committees meet every four to six weeks for conference calls and may have a face to face meeting (e.g. at the Annual Conference or Summit). The conference call meetings are one hour; in-person meetings may be longer. The time commitment between meetings will vary, depending on assignments. In general, preparation time is 30 minutes. If appointed to chair the committee, there will be time to work with staff to prepare and review meeting materials, agendas, and minutes prior to meetings.



Depending on the individual's background, the Board Chair may ask a director to take on additional responsibilities such as chairing a task force or acting as a liaison to other organizations.

**Board Member Expenses**

The policy of the SYTA Board that Board members are able to access a \$1,000 travel stipend per year that may be used for travel expenses to Board meetings. Board meeting expenses for two hotel nights and food and beverage during the Board meeting are covered outside the stipend. International board members may receive an additional stipend if travel expenses exceed regular and acceptable travel costs to attend the face to face meetings.

**Staff Liaison**

Please contact Lisa Berretta, Senior Manager, Member Relations with any questions about the nomination and election process. Email: lberretta@syta.org, phone: 703-610-9034, fax: 703-610-0270

**2017 – 2018 SYTA Board of Directors Face-to Face Board Meeting Schedule: *(Subject to Change)***

October 2-4, 2017	Pigeon Forge, TN
April 23-25, 2018	TBA
August 23, 2018	Baltimore, MD

**2017 Election Timeline:**

May 24, 2017	Nomination package due to SYTA Offices by 5:00pm EDT
June 23, 2017	Last date for revisions to candidate nomination information
July 3, 2017	Slate of Candidates presented to SYTA Membership
August 18, 2017	Voting Opens
August 24, 2017	Board of Directors Meeting, ABQ, 8am – 12pm (SYTA BOD candidates invited to attend)
August 24, 2017	Leadership Reception in ABQ, 5:30pm-6:30pm (SYTA BOD candidates invited to attend)
August 26, 2017	Board of Director Candidate are presented at general session Vice President Candidates’ give speeches at general session
August 26, 2017	Election Voting Closes @ 7pm
August 27, 2017	Nominating Chair reviews election results and notifies all candidates
August 28, 2017	Nominating Chair announces 2017-2018 elected Board of Director members at the SYTA General Session.