



## Job Description – Trustee

**Title:** Trustee, SYTA Youth Foundation (SYF), Board of Trustees (unpaid position).

**Term:** Two years, August – August; renewable by application for one additional two-year term (maximum four years unless appointed to serve as Chair or completed one year as an At-Large Member).

**Purpose:** To serve in a volunteer capacity on the Board of Trustees as a voting member while adhering to the purpose and duties of the board member position.

### Expected Meeting Attendance:

- Regularly attend board meetings as scheduled; maximum 3 absences per year. May be held in-person or virtually.
- Attend and actively participate in committee meetings as scheduled.
- Attend and fully participate in special events and other board development activities as may be scheduled from time to time.

### Specific duties:

- Attend meetings and show commitment to board activities.
- Responsible for promoting and engaging in fundraising and stewardship activities, including but not limited to individual solicitation, event planning, ticket sales, and identifying prospective donors.
- Be well-informed on issues and agenda items in advance of meetings.
- Contribute your skills, knowledge, and experience.
- Listen respectfully to other points of view, respond, and execute tasks within agreed timeframe.
- Participate in organizational decision-making and budgeting process.
- Give a meaningful personal financial donation annually.
- Professionally represent the organization to the community.
- Serve on and/or chair at least one committee each year.

### Preferred Qualifications:

- General awareness of and/or passion to serve the needs of our community.
- Ability to effectively work with and communicate with a wide variety of individuals.
- Strong communication skills.
- Personal commitment to devote the time necessary to perform the responsibilities of Secretary for SYF Board of Trustees.



**Through strategic partnerships and initiatives, SYF does the following:**

- Provides scholarships and financial aid for students and youth in need.
- Enriches the link between travel experiences and character development.
- Identifies opportunities that support the evolving needs of today's youth.
- Designs and implements assistance projects to enhance social, cultural, and educational experiences.
- Targets financial and alternative support resources to further fund SYF objectives.
- Acts as a vehicle for the many volunteer resources and funding capabilities available from SYTA members, the student and youth travel industry, the educational community, and the public.

**Our Why** - The purpose of the Foundation shall be to create ongoing awareness and assistance projects for the direct benefit of youth. The Foundation will act as a vehicle for the volunteer resources and funding capabilities available from members of the Student & Youth Travel Association (“the Association”), the student travel industry, the educational community, and the public at-large to:

- Create awareness of the unlimited travel related experiences that exist for young adults by offering those less fortunate or in-need groups and individuals the opportunities and subsidies for tours, travel and travel-related activities that enhance their social, cultural and education growth.
- Create awareness of the many career opportunities that exist within the student travel industry by promoting these opportunities and providing scholarships, internships, and education for young adults.
- Support the less privileged youth by offering financial and other resources that exist within our communities.
- Provide travel and leadership resources to capable students through community service projects while developing and implementing the application of youth helping youth.

**Published Statements:**

**Purpose** - To create globally responsible citizens through travel.

**Mission** - The SYTA Youth Foundation’s mission is to connect youth with the resources required for travel experiences that will inspire them to be confident, connected, and globally responsible citizens.

**Vision** - To provide young people access to travel experiences that spark curiosity, cultural awareness, and care for the world.

**Diversity, Equity, and Inclusion** - The Foundation adheres to the SYTA Diversity, Equity, and Inclusion statement: “The Voice of Student and Youth Travel®”, SYTA is dedicated to promoting life-enhancing travel experiences to students and young people. In order to do this responsibly, SYTA expects all members to value and respect each other, as well as the industry we serve. SYTA aims to create an inclusive, equitable, and diverse culture that empowers our members to celebrate differences, promote diversity of thought, and instill the importance of nurturing a sense of belonging. Recognizing that we serve a diverse industry with people who have unique personal and professional experiences, SYTA is committed to providing a space for members to learn and



grow from one another. In addition, we aim to ensure everyone can be their authentic selves while actively participating in a community that amplifies voices and perspectives.”