



## Job Description - Vice Chair

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

**Term:** Three-year commitment, one year as Vice Chair, one year as Chair, and one year as Past Chair. The Vice Chair shall assume the position of the Chair upon completion of the full original term of office of the Vice Chair or upon unexpected vacancy of the Chair position.

**Purpose:** Offers support for the Board of Trustees Chair and other leadership when needed and fulfills role of successor to Chair.

**In addition to responsibilities of a Board of Trustee member, the Vice Chair shall:**

- Preside and act as Chair in the case of the absence or disability of the Chair.
- Assist the Chair when requested.
- Chair the Audit/Governance Committee.
- Serve on the Executive Committee.
- Should the position of Chair become vacant, fill the role of Chair for the remainder of that current term and continue as Chair the following term as they normally would have, had the vacancy not occurred.
- Conducts annual audit of Foundation finances and preparation of annual tax return.
- Conducts annual board assessment per the Board Assessment Policy with support from SYTA staff.
- Conducts annual review of bylaws and policies for Foundation.
- Responsible for promoting and engaging in the development and stewardship activities of the Foundation.
- Attends monthly SYTA Board of Directors meetings and updates Board of Trustees at meetings.
- Either personally or through your company, make an annual donation to the Foundation of \$500 at the wingman level or higher during your term as Trustee.

**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.
- Experience with the Foundation and prior service on the Executive Committee Preferred.
- Knowledge of Robert's Rules of Order.
- Has integrity, credibility, and a passion for improving the Foundation.
- Personal commitment to devote the time necessary to perform the responsibilities of Vice Chair 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.”