



Board of Trustees

Vice Chair Position Description

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.

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 of Vice Chair: 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.