



Student & Youth Travel Association 2018 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 complete the nomination form by 5:00pm EDT on May 23rd, 2018. The nomination form is available at <https://syta.org/2018-syta-board-election/>. Please complete the entire form as your responses are used to evaluate your candidacy.

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 or Dual 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?

The information can be found at <https://syta.org/2018-syta-board-election/>

Who selects the candidates?

SYTA Board of Director and Vice President Positions

The Nominating Committee reviews the nomination forms and may contact nominees for additional information. The committee then selects the slate of 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.

The slate of candidates is presented to the Board of Directors for approval. Candidates are notified by the Nominating Committee Chair by June 13th. The slate of candidates will be presented to the membership on July 5th.

SYTA Youth Foundation Board of Trustees and Vice Chair

Trustee and Vice Chair nominees are presented to the Board of Trustees. The Board of Trustees makes their selections and presents them to the Board of Directors for final approval.



If I am selected as a candidate what happens next?

SYTA Board of Director and Vice President

The slate of candidates and their nomination information 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 5th, 2018. Revisions to candidate materials are due by June 25th, 2018.

SYTA Youth Foundation Board of Trustees and Vice Chair

The candidates will be contacted by the SYF Chair and Vice Chair if they have been selected for the Board of Trustees. Candidates who are not selected will be contacted by the Chair and Vice Chair.

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 for my campaign?

Please review the following Social Media Policy:

Candidates may use personal social media channels to campaign with the exception of the following:

- Use of social media channels associated with his/her employer, employees, clients, volunteer groups or other organizations.
- Use of official SYTA or SYF social media channels.
- Use of disparaging or negative comments against opposing candidates.
- Tag SYTA, SYF, *Teach & Travel* on social media including but not limited to Facebook, YouTube, Twitter, LinkedIn.
- SYTA & SYTA Youth Foundation Board Members are not permitted to endorse candidates.

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.

What is expected of me 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 prior to 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.

As Board members are also expected to support SYTA's strategic plan and goals as it relates to membership, conference and events and supporting the SYTA Youth Foundation.

Board Member Expenses

SYTA Board of Directors

SYTA 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.

SYTA Youth Foundation Board of Trustees

Board of Trustees are responsible for their hotel and travel expenses. The Trustees feel that they wanted as much of the Foundation's funds to go to helping more kids travel. Board meeting expenses for food and beverage during the Board meeting are covered as part of the Board meeting.

Staff Liaisons

Lisa Berretta, Senior Manager, Member Relations is available for questions about the nomination and election process and serving on the SYTA Board. Email: lberretta@syta.org.

Hazel Mejia, Program Manager, SYTA Youth Foundation is available for questions regarding the SYTA Youth Foundation. Email: hmejia@syta.org.

Volunteer Leaders

Candidates are encouraged to reach out to volunteer leaders regarding serving in a leadership position.

Michael Grueninger, Past President and Nominating Committee Chair
Email: mike@grueningertours.com

Bruce Rickert, Chair, SYTA Youth Foundation
Email: br@peakperformancetours.com



2018 – 2019 Joint SYTA Board of Directors and SYF Board of Trustees

Face to Face Meeting Schedule: *(Subject to Change- candidates will be notified)*

October 21-23, 2018	Board of Trustees, Huntsville, AL
October 23-24, 2018	Joint Board of Director and Board of Trustee Meetings, Birmingham, AL
October 24-25, 2018	Board of Director Meeting
February 7, 2019	Board of Director Meeting, SYTA Summit, The Broadmoor, Colorado Springs, CO
April/May 2019	Spring 2019 Board Meetings to be determined

2018 Election Timeline:

May 23, 2018	Nomination packages for Board of Directors and Board of Trustees due to SYTA Offices by 5:00pm EDT
June 25, 2018	Last date for revisions to SYTA Board candidate nomination information Board of Trustees notify candidates for Trustee positions
July 5, 2018	Board of Director Slate of Candidates presented to SYTA Membership
August 20, 2018	Voting Opens for Board of Directors and Vice President
August 23, 2018	Board of Directors Meeting, Baltimore, 8:30am – 12:00pm Joint Board Lunch 12:00pm – 1:00pm (SYTA BOD candidates invited to attend) Board of Trustees Meeting, Baltimore, 1:00pm-3:00pm Joint Board lunch 12:00pm-1:00pm (New SYF Trustees expected to attend)
August 23, 2018	Leadership Reception in Baltimore, 6:00pm-7:00pm (SYTA BOD candidates and SYF Trustees invited to attend)
August 25, 2018	Board of Director Candidates are presented at general session Vice President Candidates give speeches at general session
August 25, 2018	Election Voting Closes at 7:00pm
August 26, 2018	Nominating Chair reviews election results and notifies all candidates
August 27, 2018	Nominating Chair announces 2018-2019 elected Board of Director members at the SYTA General Session