



## **Frequently Asked Questions**

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

Nominees must complete the nomination form by 5:00 PM EDT on May 4, 2023. The nomination form is available at [syta.org](https://syta.org). Please complete the entire form as your responses are used to evaluate your candidacy.

### ***Who can be nominated for SYTA Board of Directors?***

Only the designated representative or 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

### ***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, may ask candidates to consider waiting 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 as leaders 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 May 25, 2023.

### ***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 is 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 June 23, 2023. Revisions to candidate materials are due by June 2, 2023.

### ***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.

### ***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.

***Can I email members directly?***

Candidates may send an email message to their respective membership category. SYTA will schedule and coordinate your message and send on your behalf.

***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 (typically two nights/three days) in the Fall and Spring, and a half-day meeting in conjunction with the Annual Conference.

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

Board members are also expected to participate in SYTA and SYF committees in the role of Board Liaisons. 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 serve on the executive 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 and SYF's strategic plans as it relates to membership, conference and events and supporting the SYTA Youth Foundation.



## **Board Member Expenses**

### **SYTA Board of Directors**

SYTA Board members can 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 Liaisons**

Katy Summers, Senior Manager of Education & Professional Development, is available for questions about the nomination and election process and serving on the SYTA Board. You may contact her at [ksummers@syta.org](mailto:ksummers@syta.org) or 703-672-8530.

### **Volunteer Leaders**

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

Please contact Adele Youngs, SYTA Past President and Nominating Committee Chair at [adele@livetravelandtours.com](mailto:adele@livetravelandtours.com).