



## BOARD OF DIRECTORS JOB DESCRIPTION

Position: Member, Board of Directors, Foreign Service Youth Foundation

Reports to: President, Board of Directors

Term: Two years or until replacement is selected

### Duties:

1. Select and support the Executive Director to whom responsibility for administration of the Foundation is delegated. The President evaluates the Executive Director with input from the Board on the basis of a specific job description.
2. Attend all scheduled meetings and special meetings where Board representation is required. Come to Board meetings having reviewed materials distributed in advance and be prepared to discuss agenda items.
3. Review and approve FSYP annual tax returns, operating budgets, financial reports and any periodic independent audits.
4. Approve FSYP contracts and agreements for amounts in excess of \$1,000.00 or exceeding proposed yearly budget categories by more than 10%.
5. Participate in FSYP strategic planning process and abide by decisions made.
6. Help ensure financial solvency of FSYP.
7. Participate on one or more standing or ad hoc committees of the Board.
8. Participate in periodic self-assessments and assessments of Board officers according to policy and procedure manual.
9. Determine FSYP mission and purpose and be informed of its by-laws, programs, policies and procedures.
10. Provide continuity for the Foundation by suggesting possible Board members, volunteers or staff who can contribute to the organization's mission.
11. Use appropriate channels of communication with staff members and adhere to conflict of interest and confidentiality policies as outlined in policy and procedure manual.
12. Govern the Foundation by broad policies and objectives, formulated and agreed upon by the Executive Director, including assigning priorities and ensuring the organization's capacity to carry out programs by continually reviewing its work.

### Qualifications:

Any employee or family member who has served under chief of mission authority and/or has a connection to the Foreign Affairs community by employment, marriage or upbringing is eligible to be nominated for the Board of Directors. Ideal candidates are committed to the mission of FSYP and to Foreign Service families and young people, are able to work collaboratively as members of a team, and have adequate time to contribute to FSYP.