

**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 Executive Director to whom responsibility for administration of the Foundation is delegated. President evaluates with input from 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 prepared to discuss agenda items.
3. Review and approve FSYF's annual tax returns, operating budget, financial reports and any periodic independent audit.
4. Approve FSYF contracts and agreements for amounts in excess of \$1000.00 or exceeding proposed yearly budget category by more than 10%.
5. Participate in FSYF's strategic planning process and abide by decisions made.
6. Help ensure financial solvency of FSYF.
7. Participate on one or more of standing or ad hoc committees of the Board.
8. Participate in periodic self-assessment and assessment of Board officers according to Policy and Procedure manual.
9. Determine FSYF's mission and purpose and be informed of its by-laws, programs, policies and procedures.
10. To 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 to assign priorities and ensure the organization's capacity to carry out programs by continually reviewing its work.

**Qualifications:**

Any employee or family 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. FSYF seeks individuals who show a commitment to the mission of FSYF and Foreign Service families and young people, an ability to work collaboratively as a team member, and adequate time to contribute to FSYF.