



FSYF Board of Directors Duties of the President

Drafted December 2010

Position: President, Foreign Service Youth Foundation

Reports to: Board of Directors

Term: Two years or until replacement is selected

General Responsibilities:

The FSYF President is a member of the Board and Executive Committee and the chief volunteer for FSYF, providing leadership to the Board of Directors. The President must encourage and lead the Board in strategic planning. The President guides and mediates Board actions with respect to organizational priorities.

The President is responsible for ensuring that the Board of Directors is aware of and fulfills their governance responsibilities; complies with applicable laws and bylaws; conducts board business effectively and efficiently; and is accountable for its performance.

In order to fulfill these responsibilities, subject to FSYF's bylaws, the President presides over the Board and Executive Committee meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

Accountability:

The President is accountable to the Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to the Executive Director, Board members and/or committees as appropriate; however, the accountability for them remains with the President.

Specific Duties:

Meetings:

The President works with the Executive Director to develop the agenda for board and executive Committee meetings. This may involve periodic meetings with committee chairpersons and the Executive Director to draft annual and meeting agendas and reporting schedules.

The President presides over meetings of the Board of Directors. In this capacity, the President chairs Board and Executive Committee meetings according to accepted rules of order for the purposes of:

- Encouraging all members to participate in discussion;
- Arriving at decisions in an orderly, timely and democratic manner;
- Voting as prescribed in the bylaws.



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Board Committees:

The President appoints committee chairpersons in consultation with the Executive Director. The President is chair of the Foreign Service Youth Awards Selection Committee and the Executive Committee. The President may serve as a member of other board committees.

Board-Staff Relations:

The President is the primary liaison between the Board and the Executive Director and forms a partnership with the Executive Director to achieve the organization's mission. In this capacity, the President:

- Meets periodically with the Executive Director to discuss issues facing the organization;
- Ensures the completion of the annual performance review of the Executive Director;
- Participates in the hiring of the Executive Director.

Signing Officer:

The President is authorized to sign or countersign checks and may be required to sign correspondence, applications, reports, contracts or other documents on behalf of organization.

Board Development:

The President and/or Vice President ensure that structures and procedures are in place for effective recruitment, training, and evaluation of board members. The President and/or Vice President also ensure an annual evaluation of the performance of the organization in achieving its mission.

Fund Raising:

The President and/or Vice President monitor financial planning and reports ensuring that structures and procedures are in place for securing the resources required by the organization. The President plays a leading role in fundraising.

Delegation:

The President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors.