FIUTS Board of Trustees, Guideline of Expectations, 2021

The FIUTS Board of Trustees (BOT) plays a vital role in the life of the organization, partnering with the staff and a Student Board as the governing body of the 73-year old organization. A working and governing group, Trustees are active and committed to the current and future health of the organization, and are focused on strategy, fiscal health, and partnerships on campus and in the local community. The guidelines below can be tailored to each trustee's skills and availability. For additional information about The FIUTS Board of Trustees, please reach out to Executive Director Era Schrepfer: era@fiuts.org.

Meeting Participation

- Dedicate 6-15 hours per month to meetings and committee work
- Attend 6 full board meetings each year (bimonthly)
- Attend monthly committee meetings and follow-through on tasks
- Provide thoughtful interaction on issues in meetings and email discussions
- Participate in other meetings, trainings, and retreats as offered if possible

Fundraising Participation

- Contribute a meaningful financial gift to FIUTS annually ($100 minimum contribution)
- Perform your share of fundraising efforts
- Support the FIUTS Blue Marble Bash, other fundraising events, and FIUTS CulturalFest by inviting friends and colleagues, marketing the event through personal channels, soliciting auction item donations, etc.
- Support sponsorship recruitment, annual campaign, and other FIUTS fundraising efforts and promote opportunities to your friends and connections when possible.

Stewardship

- Be stewards of the organization. Assure its ongoing viability, vitality, and fiscal strength.
- Be a careful critic in your review of financial and policy decisions.
- Be custodians of the organization's Mission Statement and Strategic Plan.
- Adhere to the FIUTS Code of Ethics
- Serve the best interests of FIUTS, fairly and impartially.
- Disclose any potential conflict of interest or the appearance of a conflict of interest.
- Participate in strategic and new initiative planning and development, and identify potential opportunities and challenges that you might be aware of.

Events & Outreach

- Attend FIUTS CulturalFest (February) and Blue Marble Bash (April)
- Participate as a Host or Friendship Connection and/or recruit new hosts
- Take part in at least 2 smaller FIUTS events each year *(Potlucks, Community BBQ, Int'l Welcome Party, Graduation, etc.)*
- Recruit at least 2 new community contacts each year *(host families, corporate partners, professional connections, site visits, sponsors, etc.)*
- Serve as an ambassador for FIUTS, promoting the organization at community events and with other organizations.

FIUTS Board of Trustee: Information for Prospective Trustees

Board Size and Membership	The FIUTS Board of Trustees (BOT) is composed of 20-28 community members and 6 student members. The full Student Board has 16-18 members and six participate as voting trustees.
Term of Office	Trustees commit to a 3-year term, and can serve up to two consecutive terms (for a total of 6 years). Student Board members serve one year terms. Past Presidents can serve a 2-year extended term.
Meetings	Board members are expected to attend a minimum of 12 meetings per year: 6 board meetings and at least 6 committee meetings. FIUTS is committed to transparency, and all board meetings are attended by trustees, student board members, and FIUTS staff. They are normally held on campus on Mondays or Wednesdays from 6-8 PM. Committee meetings are scheduled according to the needs of each committee.
Committees	Each trustee is expected to actively participate in one committee: 1) Finance, Administration, & Human Resource (FAHR) 2) Board Development 3) Fundraising & Events 4) Strategy 5) Partnerships 6) 75th Anniversary Working Group (temporary committee through 2023)
Time Requirement	6-15 hours per month for meetings, committee work, and special events, plus time to read and respond/share/promote communications
Communication	Meeting agendas and preparatory materials are sent to all trustees by email in advance of each full board meeting. Trustees are also expected to be available by email for “virtual” discussions and online votes in between meetings.
Fundraising	Each trustee is expected to make a meaningful personal contribution ($100 minimum) each year. Trustees are also expected to host or co-host a table at FIUTS’ annual fundraising event, Blue Marble Bash (held in April), support corporate sponsorship efforts, take part in annual donor thank you calls, and promote opportunities for engagement in their own communities. In addition, all trustees support other fundraising campaigns and donor communications as needed.
Approach to Governance	The Board’s role at FIUTS is to ensure that the organization maintains the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Our meetings focus on planning, policy- making, and overall program assessment. We are a working board, each member taking an active, participatory role in board activities and supporting our staff and programs.