

# 2021 Call For Board of Directors Nominations and Applications

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[Global Ties U.S.](#) is now accepting nominations and applications for our Board of Directors. Details for the nomination process are noted below. To submit materials or ask questions, please contact Jason Terry at [jterry@globaltiesus.org](mailto:jterry@globaltiesus.org).

## Board Member Duties and Responsibilities

Global Ties U.S. relies on its [Board of Directors](#) to drive strategy, assess effectiveness, and ensure adequate financial resources. Prospective members can expect a fast-paced and rewarding experience, helping to lead a dynamic and evolving organization. Board terms are three years in length and require a commitment to ongoing committee work, fundraising, [strategic planning](#), and making a financial contribution. Members can serve up to two three-year terms. We are currently seeking new board members for a three-year term beginning January 1, 2022.

Based on current composition, the Board of Directors especially seeks leaders from the U.S. West, Midwest, or South, or from countries abroad. Significant professional expertise is sought in the areas of senior level communications leadership, legal practice, and overall corporate leadership. As part of our commitment to building and sustaining a diverse, equitable, and inclusive organization, the Board strongly encourages nominations of people of color, people with disabilities, and people who identify themselves within LGBTQ+ communities.

Global Ties U.S. board members are to perform the following duties and responsibilities:

- Provide thought leadership, strategic vision, and organizational direction for Global Ties U.S.;
- Assist the organization with development, partnership formation, and fundraising;
- Ensure legal and ethical integrity;
- Satisfy all fiduciary and legal responsibilities;
- Advocate for Global Ties U.S. mission, and person-to-person exchanges at the local, state, and federal levels;
- Provide general oversight of the organization and act to strengthen the organization and affiliates;
- Attend and participate actively in three board meetings per year (at least two are required to stay in good standing), which take place either virtually or in the following locations (depending on public health situation):
  - March – Washington, DC
  - July – Various domestic locations
  - November – Washington, DC

- Serve on at least one Global Ties U.S. Board committee, and attend and participate actively in Board committee meetings;
- Make a minimum annual contribution of \$1,000, support Global Ties U.S. fundraising efforts, and otherwise consider Global Ties U.S. to be a philanthropic priority;
- Follow all Global Ties U.S. Board policies, including the code of conduct, conflict of interest, confidentiality, and expense/travel policies.

We recruit new board members each year, so if you are interested in joining the board now or in the future, please reach out to Jason Terry at [jterry@globaltiesus.org](mailto:jterry@globaltiesus.org) and we can put you in touch with a Governance Committee member.

## Application Instructions

### Summary of Qualifications

- A commitment to and understanding of the Global Ties U.S. mission and organization;
- A proven understanding of at least one of the following areas: public diplomacy, international exchange programs, internationally-focused nonprofit organizations, foreign affairs, and/or nonprofit development/management;
- Ten or more years of leadership experience, with a thorough understanding of the responsibilities of serving on a nonprofit or association board;
- Strong strategic planning and problem-solving skills;
- Commitment to fundraising for the organization, including willingness to make an annual financial contribution to Global Ties U.S. and to provide proactive support to fundraising efforts from corporations, foundations, and/or government agencies to generate donations, sponsorships, or grants;
- Personal qualities of integrity, credibility, and mission-driven;
- Diplomatic skills and a natural affinity for cultivating relationships, facilitating dialogue, and building consensus among diverse individuals;
- A background that can contribute to diversity, equity, and inclusion goals of the organization.

### Candidate Application Materials

Please submit a curriculum vitae (including volunteer and board experience), a one-page statement of intent outlining why you seek to join the board of Global Ties U.S., and list two references.

### Additional Information / Where to Send Applications

The Global Ties U.S. Board of Directors invites nominations of qualified candidates for board membership. Nominations are due on or before September 17, 2021 but we encourage you to

apply early. The Global Ties U.S. Board will review submissions and contact selected candidates for further screening. The selection of board members will take place in late 2021.

Candidates selected for further screening must be prepared for at least one telephone interview with a Global Ties U.S. Governance Committee member and President & CEO Katherine Brown. Applications with incomplete information will not be considered. Candidates can expect a response by the end of November 2021.

New Director terms will start on January 1, 2022. Terms are three years, and re-election to a second term is possible. A Director's year of service starts on January 1 and ends on December 31 in the third year of their term. Directors are asked to make a financial contribution by September 30 of each year.

Please submit application materials to Jason Terry at [jterry@globaltiesus.org](mailto:jterry@globaltiesus.org) on or before **Friday, September 17.**

## Selection Process

The selection process consists of the following steps:

- The Governance Committee maintains a matrix of skills, expertise, and demographic background for the Board and all its members in order to maintain a broadly diverse Board that meets the governing needs of the organization. An annual review of the matrix and expected openings informs the recruitment process.
- Each year the Governance Committee will issue a call for applications and nominations. Any individual whose interests and experience align with the Global Ties U.S. mission may apply. Additionally, staff members and board members of Global Ties U.S. member organizations may nominate individuals to the Governance Committee.
- Candidates submit a one-page statement of interest articulating their desire to serve on the Board and their expected contributions to strategic leadership of the organization, accompanied by a resume or CV and contact details for two references.
- Qualified candidates are interviewed at least once by a member of the Governance Committee and the President & CEO. From time to time, additional interviews may be required.
- Interview teams will make recommendations for finalist candidates to the full Governance Committee.
- The Governance Committee will check provided references and secure the consent of each finalist candidate to serve if elected before preparing the slate of candidates for the Board of Directors' approval.
- The Board, usually at its November meeting, will vote upon the slate of candidates.
- The Governance Committee, following the Board's vote, will inform all finalist candidates of the outcome, and will prepare an orientation program for all newly elected members.

All aspects of the selection process are confidential. While the Governance Committee receives and reviews all applications, only materials for finalist candidates are presented to the full Board. Upon affirmative vote by the Board and notification of all candidates, the Chair of the Board will announce new members in advance of the January 1 term start date.

# Board Member Position Description

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As per the Global Ties U.S. bylaws, “the property, affairs and business of the Corporation shall be under the care of and managed by a board of directors of not less than nine (9) and no more than seventeen (17) Directors.” The Board elects or re-elects board members upon recommendation of the Governance Committee. Officers are elected from among existing Board members and serve two-year terms in their officer roles. Directors and officers fulfill their duties by attending and participating in Board meetings, serving on at least one committee, and assisting with development efforts.

## Responsibilities of Individual Board Members

The Global Ties U.S. Board of Directors is reflective of its member organizations as well as individuals beyond the membership who are closely aligned with its mission. All Directors are obligated to fulfill these common legal responsibilities held by all non-profit boards:

- **Duty of Care:** Take care of the organization by ensuring prudent use of all assets, including facility, people, and good will;
- **Duty of Loyalty:** Ensure that the organization’s activities and transactions are, first and foremost, advancing its mission and make decisions that are in the best interest of the organization; *not in the best interest of the individual board member*;
- **Duty of Obedience:** Ensure that the organization obeys applicable laws and regulations; follows its own bylaws; and that the organization adheres to its stated corporate purposes/mission.

Board members serve staggered three-year terms, and individuals are limited to two consecutive terms. Terms begin annually on January 1 immediately following election.

## Meetings

Directors are expected to attend and actively participate in each of the three meetings of the Board held each year in March, July, and November. Attending at least two of the three meetings each year is required for continued service.

## Committees

The Board has six committees: Executive, Development, External Affairs, Finance, Governance, and Membership. Directors are expected to serve on at least one Committee, though many serve on two. The Executive and Finance committees meet monthly, with all other committees meeting three times per year, usually in the month preceding a Board meeting. Committee responsibilities are as follows:

- The **Executive Committee** is composed of Board officers along with the Immediate Past Chair, and may exercise all powers of the Board between regular meetings. The Executive Committee also reviews the draft annual budget before its presentation to the full Board.
- The **Development Committee** sets fundraising goals and oversees all fundraising activities, including identifying prospective individual and corporate donors, and reviewing expenses and investments required to sustain fundraising operations.
- The **External Affairs Committee** guides communications and advocacy strategy for the organization, including positioning the organization before Congressional and Administrative leadership.
- The **Finance Committee** ensures sufficient financial resources are available to the organization for carrying out its mission. This committee oversees fiscal accountability, forecasting, audit preparation, and annual budget development.
- The **Governance Committee** is responsible for Board composition, assessment of Board effectiveness, and periodic review of the bylaws and other corporate documents. As part of its charge, the committee solicits nominations for Board of Directors positions and presents a slate of officers and members for approval by the Board.
- The **Membership Committee** oversees the affairs of member organizations, including their training and development. From time to time, the committee may also recommend new member organizations to the Board for approval.

## Development

All Directors and officers of the Board are expected to assist with both fund and business development efforts undertaken by the organization. Such duties may include identifying individual donor prospects, making asks for large gifts, or making introductions to prospective funding organizations for new general support, lines of business, or program undertakings.

## Code of Conduct

Throughout their term of service, all members and officers of the Board of Directors are expected to adhere to the Board's Code of Conduct.

# Board of Directors Code of Conduct

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The Global Ties U.S. Board of Directors is committed to uplifting the following values as we carry out our work together, ensuring a board culture that is:

- **Mission Driven:** All board members believe their input positively impacts our mission and is meaningful to them as individuals.
- **Transparent:** All board members strive to be constructively transparent, sharing information whenever it is appropriate in committee meetings, full board meetings, and through other communications.
- **Collaborative:** All board members strive to find ways to collaborate with their peers to fulfill the mission.
- **Accountable:** All board members take ownership and responsibility for their actions.
- **Respectful:** All board members are respectful of all backgrounds, skill sets, ideas, and views and are encouraged to voice their opinions, ask judgement free questions, and offer input.
- **Supportive:** All board members strive to contribute to a supportive governance environment, where all ideas and comments are heard and considered.

In that spirit, the Board of Directors is committed to teamwork and effective decision-making. Towards this goal, board members will:

- Keep the responsibilities of fiduciary stewardship in mind during all deliberations. These duties include:
  - Duty of Care: Take care of the organization by ensuring prudent use of all assets, including facility, people, and good will;
  - Duty of Loyalty: Ensure that the organization's activities and transactions are, first and foremost, advancing its mission and make decisions that are in the best interest of the organization; *not in the best interest of the individual board member*;
  - Duty of Obedience: Ensure that the organization obeys applicable laws and regulations; follows its own bylaws; and that the organization adheres to its stated corporate purposes/mission.
- Endeavour to represent the broader interests of members and stakeholders.

- Keep the best interests of Global Ties U.S. at the forefront, and avoid trying to serve as a representative of their own organizations.
- Seek to balance their contribution as both an advisor and learner.
- Be honest with others and true to themselves.
- Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussions.
- Be willing to be a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered, and invite others to do so too.
- On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
- Once a board decision is made, support the decision even if one's own view is a minority one.
- Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- Respect the confidentiality of information on sensitive issues, especially in personnel matters.
- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Global Ties U.S. Conflict of Interest Policy).
- Refrain from giving direction, as an individual board member, to the President and CEO or any member of staff.
- Refrain from investigating or discussing the President and CEO's performance with staff members or stakeholders without board authorization.