Role of a Yale-China Trustee

What is the function of the Yale-China Board of Trustees?
The Board is responsible for developing Yale-China’s goals and policies, and ensuring its financial stability. The Board is accountable to the donors and the state for the assets, property and actions of Yale-China.

What are the responsibilities of a Yale-China Trustee?

1. **Strategic**
   - determine the goals of the organization
   - establish policies and general guidelines for Yale-China’s operations according to its mission statement, its by-laws, and accepted professional standards

2. **Program**
   - authorize new programs sponsored by Yale-China
   - evaluate programs and initiatives to ensure that they reflect the mission and strategic goals of Yale-China

3. **Fiscal and Operational**
   - provide fiscal oversight on the stewardship of Yale-China’s assets and the use of contributions to the satisfaction of Yale-China’s donors and other funding sources
   - review and adopt an annual budget
   - authorize important banking resolutions
   - be legally accountable for Yale-China’s operations
   - evaluate the effectiveness of Yale-China’s operations and services
   - hire and evaluate the Executive Director

4. **Development**
   - assist in raising adequate resources for the activities of Yale-China, including personal contributions and participation in fundraising activities

How are Trustees expected to fulfill these responsibilities?
It is expected that Trustees will fulfill these responsibilities by:
   - regularly attending/participating in Board meetings
   - actively serving on committees of the Board, preferably one permanent committee and one program committee and as needed
• supporting Yale-China financially thorough annual solicitations, providing referrals of and encouraging other individuals and organizations to support the work of Yale-China
• lending assistance and facilitating Yale-China’s programs by helping the staff to make needed contacts at Yale, with other U.S. organizations and donors, and in China
• participating in Yale-China’s activities and events wherever possible

What should Trustees bring to Yale-China?

The Nominating and Governance Committee of the Board of Trustees is responsible for identifying the composition needs of the Board and carefully considering candidates who will fulfill the Board’s policy-setting and financial obligations. Among qualifications for all candidates are:

• strong dedication to the purpose and function of the Yale-China Association
• interest in China and U.S.-China educational exchange
• ability to devote time and effort to Yale-China
• willingness to participate in fundraising and development efforts

Yale-China Trustees devote considerable time and energy to Yale-China, drawing on specific experience and/or knowledge in at least one of the following fields:

• administration
• fundraising
• legal issues
• finance
• Chinese history and contemporary affairs
• U.S. and Chinese relations
• specific program areas (e.g. medicine, nursing, public health, English language instruction, community service, public service, public interest law, arts)

Note: The Association holds Directors and Officers liability insurance from Willis of Connecticut.
Meetings of the Board of Trustees

General meetings of the Board of Trustees are held at least twice annually, usually in November and June. Meetings are held over a two-day period, generally a Thursday and Friday.

Meetings are usually held in New Haven on or around the Yale University campus, but occasionally are held at other locations. While attendance by all Trustees at each Board meeting would be ideal, it is not required for service on the Board.

Board Materials

Prior to each Board Meeting, a briefing book of materials to correspond with the meeting is emailed or mailed to all Trustees. These materials are prepared by Yale-China staff members and include detailed logistical information of the upcoming Board meeting; minutes from the last Board meeting and any Executive Committee meetings held since the last Board meeting; and reports on all of Yale-China’s programs, development work, and finances. Trustees are expected to review these materials and come to the meeting prepared to discuss them.

Board Meeting Travel Expenses Policy

In view of the budget constraints of a non-profit organization, Yale-China is unable to cover costs of travel or lodging associated with attendance at board meetings. Upon special request, the Yale-China Association may be able to provide a travel stipend for interested trustees. Yale-China is able to provide written acknowledgment for tax purposes of expenses incurred by Trustees in association with travel to attend Board meetings. If you would like such an acknowledgment, contact the Director of Finance and Operations, directly for details.