



BOARD OF TRUSTEES

24 January 2023

To: Potential applicants for the UNIS Board of Trustees

From: Izumi Nakamitsu, Chair, UNIS Board of Trustees

As part of the yearly process of soliciting candidates for the UNIS Board of Trustees, this note is intended to provide information regarding Board responsibilities and the commitment required by trustees during their term of service.

Responsibilities of the Board of Trustees:

- The Board focuses on the long-range and strategic issues of the School. It establishes policy and aims to ensure that UNIS stays true to its mission. It also has a responsibility for the School's financial health and long-term sustainability and success.
- As such, the Board of Trustees Board is responsible for policies related to the conduct and management of the affairs of the School, including adopting an annual budget, fundraising, transferring funds for the endowment, and approving general academic policy and strategic direction of the School. It also selects and appoints the Executive Director.

Trustee Commitment:

- Trustees should be outstanding individuals who are committed to the mission of UNIS. Trustees must act in a judicious manner with the best interests of the School foremost in mind.
- Trustees are responsible for keeping themselves informed on relevant issues and listening to different points of view. Trustees are obligated to avoid using their position for personal benefit or gain and must sign a declaration to this effect every year. They must also commit to maintaining confidentiality, as this is essential for the smooth operation of the Board and its decision-making.
- The full Board of Trustees normally meets ten times annually. Trustees' presence – in person or virtual - is critical. Their active participation is a valuable component of Board deliberations. In accordance with the UNIS By-Laws, any Trustee who fails to attend three consecutive Board meetings, without an excuse

acceptable by the Board, shall be deemed to have resigned, thereby creating a vacancy.

- The work of the Board is largely accomplished through its committees, where the specific professional expertise of trustees help to advance the Board's agenda.

Trustees are expected to serve on a minimum of two permanent or ad hoc committees and/or in a leadership capacity as a Committee Chair.

- Committees include: (i) Academic Policy, (ii) Finance and Audit, (iii) Strategic Planning, (iv) Buildings, Grounds and Security, (v) Health and Safety, (vi) Advancement and (vii) Committee on Trustees. Applicants should be prepared to discuss the specific expertise they can contribute to these committees as part of the application process.
- Trustees must read and be familiar with material shared in advance of Board and Committee meetings.
- Each year, 100% of the Board is expected to make a personally meaningful financial contribution to the UNIS Fund. This leadership support demonstrates to other potential contributors that members of the Board of Trustees are committed as donors.
- Trustees are encouraged to leverage their access and influence in personal and professional circles to bring outside expertise, relationships and funding to UNIS.

Terms of Service:

- Members of the Board of Trustees are appointed by the Secretary-General of the United Nations, with the Board being composed of a maximum of 18 members. The term of service is two years, commencing on the 1st of July of a given year and ending on the 30th of June two years thereafter, except in a superannuated capacity on an exceptional basis, if and as designated by the Secretary-General.
- A Trustee may not serve for more than four consecutive full terms. Re-appointment to the Board after the expiration of a Trustee's term is not automatic. Each year, Trustees with expiring terms are reviewed by the Trustees Committee prior to potential re-appointment by the Secretary-General.