

NEW BOARD MEMBERS ORIENTATION

Agenda

- I. Introduction:
 - A. Introductions
 - B. History of ATAD
 - C. Background of ATAD Policies and Procedures Manual:
 - 1. CSJET link
 - 2. Federal Register
 - 3. US Department of State Highlights (G 1)
- II. Acronyms (G 2)
- III. Organization (By-laws):
 - A. Organization chart (G 3)
 - B. Sister Cities/Direct Exchange
- IV. Board Member Responsibilities and Expectations (JD 1):
 - A. Attendance
 - B. AO's: recruit, interview; purpose and process (brochures, AO 3, AOF 3)
 - C. Host Families: recruit, interview; purpose and process (HF 3, HFF 3)
 - D. Determine policies of ATAD (P 1, P 2, P 3)
- V. Policies and Procedures Committee (JD 16)
- VI. Executive Committee (JD 6)
 - A. How we determine how many students can come and go
 - B. How program numbers can be changed
 - C. Development of new programs (G 4)
 - D. Financial aid
- VII. Confidentiality
 - A. What gets discussed at Board Meetings
 - B. Minutes
 - 1. Content
 - 2. Distribution
- VIII. Finances
 - A. Budget
 - B. Income sources
 - C. Reimbursable and/or Tax-deductible Expenses (G 5, GF 1))
- IX. Student visas
- X. Other