

Activities Chair



Association for Teen-Age Diplomats

The Activities Chair is an active member of the ATAD Board of Directors and is appointed by the President. The role of the Activities Chair is to coordinate organized activities for International Students throughout the year.

Responsibilities:

1. To plan group activities for International Students and host siblings, approximately monthly.
2. To review planned activities with the ATAD President.
3. To assure that planned activities are entered into the ATAD web site calendar.
4. To assure that reservations and other arrangements necessary for each activity are made in advance.
 - a. a Welcome/Welcome Home picnic should be scheduled in mid-September, and reservations made through the County Parks Department in March
 - b. a reception with the Mayor should be scheduled in February, and plans made through the Mayor's office
 - c. an International Dinner should be scheduled in early March, and reservations made in January
 - d. a Farewell/Bon Voyage picnic should be scheduled in mid-June, and reservations made through the County Parks Department in October
5. To create and mail informational fliers to IS, Host Families, and Board Members in a timely fashion prior to each activity. Fliers should include all pertinent information:
 - a. Name of the activity
 - b. Date
 - c. Time – beginning and end
 - d. Location
 - e. Directions or map
 - f. Cost for non-students or siblings
 - g. What to bring
 - h. RSVP – name, phone and e-mail for response, and deadline to respond
6. To assure there is an adequate supply of paper products, nametags, and beverages for picnics and dinners.
7. To assure that at least one ATAD Board Member is in attendance at each activity to assume responsibility for ATAD.
8. To create a report after each activity to include type of activity, plans made, contacts, supplies used, and an evaluation of the activity.
9. To maintain informational fliers and reports in an Activities Notebook.
10. To maintain an accurate record of expenses, with receipts, and to submit an expense report (GF1) to the ATAD Treasurer in a timely fashion.

Guidelines:

1. To solicit volunteers from Host Families and the ATAD Board to assist with specific activities.
2. To consider inviting Americans Overseas and Returnees to activities as appropriate.
3. To encourage Program Chairs to encourage their students to participate.