



The Counsel on Standards for International Educational Travel (CSIET) Liaison shall be a member of the ATAD Board and is appointed by the President for an indefinite term. The CSIET Liaison shall be a member of the Policies and Procedures Committee.

## **Responsibilities:**

1. To serve as official contact with CSIET for all communications and requirements.
2. To be thoroughly familiar with CSIET Standards for International Educational Travel.
3. To assure that ATAD receives the Application for Listing from CSIET in August of each year.
4. To complete the Application for Listing according to the deadlines provided by CSIET.
5. To review with the ATAD President all documents to be included in ATAD's Application for Listing.
6. To prepare and maintain a complete copy of each year's application.
7. To maintain a file of all correspondence with CSIET.
8. To receive from CSIET and maintain copies of all completed CSIET questionnaires.
9. To respond to CSIET questionnaires as appropriate.
10. To recommend new or amended policies and procedures to the Policies and Procedures Committee to reflect new or revised CSIET standards.
11. To keep a record of new or substantially revised policies and procedures of ATAD for inclusion in ATAD's next Application for Listing.
12. To assure that ATAD complies with CSIET Standards for International Educational Travel.

## **Guidelines:**

1. To notify all references in advance of their receipt of the CSIET questionnaire.
2. To assure recipients who have not returned CSIET questionnaires are contacted to encourage them to complete the questionnaire.
3. To consult with the appropriate Program Chair when preparing a response to CSIET on any matters that pertain to potential noncompliances with CSIET standards.
1. To provide the appropriate Program Chair with a copy of completed CSIET questionnaires and any response by ATAD.