

Board Member - Generic



Association for Teen-Age Diplomats

The primary function of a Board Member is to provide support to the ATAD Programs. This is done by performing services for any of the ATAD committees. A Board Member is elected by the Directors for a three year term.

Responsibilities:

1. Prior to assumption of board duties, complete Department of State mandated training module. Annually, complete refresher training.
2. Complete ATAD board member training
3. Attend ATAD board meetings regularly.
4. Maintain regular communications with the ATAD President.
5. Be a spokesperson for ATAD and its programs.
6. Suggest candidates for nomination to the board.
7. Recruit qualified Host Families for ATAD and give names to the Vice-President for Host Families.
8. Recruit qualified American Overseas applicants and give names to the American Overseas Vice-President.
9. Volunteer to help with Host Family interviews.
10. Volunteer to interview American Overseas candidates.
11. Volunteer to help the Activities Committee.
12. Volunteer to assist with Orientations.
13. Submit Expense Report (GF1) to the Treasurer on a regular basis for reimbursement of ATAD Reimbursable Expenses (see G5).
14. Maintain the integrity of ATAD at all times (e.g. confidentiality, manners, and appropriate language).
15. Provide information to facilitate annual criminal background check.

Code of Ethics:

1. All Directors shall exercise the utmost good faith in all activities relating to ATAD. They shall display honesty and fair dealings with ATAD, and shall not use their position so that a conflict might arise between ATAD and the interests of the individual.
2. No Director shall, directly or indirectly, participate in any arrangement, agreement, investment or other activity that could result in the personal benefit of the individual at the expense of ATAD.
3. No Director shall accept favors or gifts that might influence his or her conduct in regards to performing the duties of their position in ATAD.
4. A full disclosure of any outside situation that is subject to any doubt shall be made to the ATAD President.