

# Host Family Committee Member



Association for Teen-Age  
Diplomats

A Host Family Committee Member is appointed by the Vice-President for Host Families.

## **Responsibilities**

1. To gather names of potential Host Families and distribute the “Preliminary Host Family Interest” form.
2. To interview potential Host Families and place International Students using appropriate forms and procedures specified in “Placing an ATAD Student”.
3. To interview potential Host Families in their homes.
4. To communicate with Program Chairs on progress in placing “their students” in homes.
5. To attend meetings of the Host Family Committee.
6. To keep the Vice-President for Host Families informed of all Host Family activities and progress relative to student placement.
7. To refer all future contacts with the Host Family and International Student to the Program Chair after the arrival of the International Student.

## **Guidelines**

1. To introduce the Program Chair to the Host Family.