

# **Policies and Procedures Committee Chair and Committee Member**



**Association for Teen-Age  
Diplomats**

The POLICIES and PROCEDURES COMMITTEE CHAIR will be an active member of the ATAD Board, appointed by the President. The role of the Chair is to assure that all policies and procedures of the Corporation are documented and reviewed at least once every 3 years.

## **Policies and Procedures Committee Chair**

### **Responsibilities:**

1. To assure there are at least five members on the committee.
2. To provide leadership for Policies and Procedures Committee Members.
3. To report progress at the monthly Board meetings.
4. To solicit suggestions from ATAD Board Members for new documents and modifications to existing documents.
5. To assure that all Motions of Substance are incorporated into documents as appropriate.
6. To present new or revised policies to the Board for approval.
7. To maintain the master electronic copy of all policies and procedures.
8. To assure Board Members have copies of all new and updated documents within 3 months of approval of the document.
  - a. To send all new or revised documents to the Web Master as .pdf files, and the updated Table of Contents as a .doc file.
  - b. To provide hard copies of updated Table of Contents and all new or substantially changed documents to Board Members.
  - c. To send an e-mail to Board Members with an attachment of all other modified documents, or with the name of the modified document that may be found on the web site.
  - d. To provide hard copies of all these modified documents to Board Members who request them.
9. To e-mail Overseas Liaisons copies of all new or revised applicable documents within 3 months of approval of the documents.
10. To make complete, up-to-date Policy and Procedure notebooks available to all new Board members and new overseas program Liaisons.
11. To assure all applicable documents are updated if AO or IS fees are changed.
12. To assure contact names are changed on appropriate documents as Board positions change.

### **Guidelines:**

1. To conduct committee meetings.
2. To convene the committee on a regular basis.

## **Policies and Procedures Committee Member**

The POLICIES and PROCEDURES COMMITTEE MEMBER assists in creating, writing and reviewing policies and procedures. It is composed of current members of the ATAD Board. Membership of this committee shall include the ATAD President and CSIET Liaison.

### **Responsibilities and Guidelines:**

1. To participate in open discussion of each document presented.
2. To suggest new or existing documents that may need to be written or revised.
3. To approve new or revised procedures and forms for publication, as approved by the Board of Directors 9/15/98.