



The President is a duly elected officer of the ATAD Board and serves as the Chief Executive Officer. The President may not be a Program Chair.

Responsibilities:

1. To assure that the operation of the ATAD organization is consistent with its By-Laws.
2. To schedule all regular meetings of the Board and meetings of the Executive Committee as needed.
 - a. Create agenda for meetings
 - b. Preside over these meetings
3. To appoint new Program Chairs, Chairs of all committees, members of the Nomination Committee, Orientation Coordinators, and others as appropriate. The following criteria shall be used for appointing new Program Chairs:
 - a. A member in good standing of the community
 - b. A member of the ATAD Board of Directors
 - c. Understands and agrees to all the responsibilities of "Board Member – Generic" (JD1) and "Program Chair – Generic" (JD17)
 - d. Understands the culture of the country for which he or she is to be the Program Chair
 - e. Acceptable results from a criminal background check, to be conducted at the beginning of each term to ATAD Board
4. To supervise program chairs to prevent fraud, abuse, or misconduct in performance of their duties.
4. To provide to the Nominations Committee Chair a list of people recommended for renomination, positions to be filled, and suggested names for new Board members.
5. To serve as a member of the Policies and Procedures Committee.
6. To assure the Chairman of the Board or another Board member is available when the President is not available.
7. To maintain regular contact with Program Chairs, Officers, new Board members, and Committee Chairs, and to assure they are meeting their responsibilities as described in their specific job descriptions.
8. To provide guidance to Program Chairs regarding concerns or potential problems with International Students, Host Families, or Americans Overseas.
9. To provide guidance to Program Chairs and the Host Family Vice-President regarding potential International Student moves.
10. To advise Program Chairs regarding International Student's or Americans Overseas Student's potential early return home and/or dismissal from program.
11. To coordinate and chair an orientation for new Board members, and assure they are provided with Policies and Procedures notebooks.
12. To assess the advisability of any proposed new program, in consultation with the Executive Committee, as prescribed by "How to Start a New Program".
13. To provide approval/authorization for all travel of Board members that requires reimbursement of expenses.

14. To provide Letters of Authorization for potentially tax-deductible expenses as appropriate.
15. To approve disbursement of discretionary funds, and inform the Treasurer.
16. To assure the evaluations for International Students and schools are sent out at the end of the program cycle, and to send copies of appropriate completed evaluations to the Program Chairs.
17. To assure that all materials are transferred from members leaving the Board to their appropriate replacements.
18. To vet all board members annually through a criminal background check, including a search of the Department of Justice's National Sex Offender Public Registry.

Tasks:

July:

1. Reserve space for meetings at First Baptist Church
2. Determine location for September Board dinner meeting
3. Appoint coordinator for Host Family Pre-Arrival Orientation
4. Confirm plans for New York City trip for Rennes summer students

August:

1. Assure that all appointed positions are filled
2. Schedule New Board Member Orientation
3. Send notice of meetings and September dinner meeting location and time to all Board members
4. Attend Host Family Pre-Arrival Orientation
5. Appoint coordinator for IS Post-Arrival Orientation
6. Assure that appropriate payments are sent to Rennes and First Baptist Church

October:

1. Attend International Student orientation and hand out ATAD pins
2. Confirm with AO Vice President the AO Regional Interview date

December:

1. Schedule January Executive Committee and Financial Aid meetings

January:

1. Give IRS forms to Program Chairs
2. Preside at Executive Committee Meeting
 - a) Assure that financial aid decisions are made
 - b) Assure review of program numbers
3. Confirm orientation date for semester students
4. Participate in Americans Overseas interviews

February:

1. Appoint Nominations Committee Chair
2. Present program numbers to the Board for a vote
3. Attend orientation for semester International Students

March:

1. Attend Americans Overseas informational meeting and Winter Dinner

April:

1. Review potential new Board members with Nominations Chair
2. Assure that US Department of State Responsible Officer and Program Chairs have sufficient student ID cards
3. Appoint coordinator for IS Re-Entry Orientation
4. Appoint coordinator for AO Pre-Departure Orientation

May:

1. Attend Americans Overseas Orientation and hand out ATAD pins
2. Attend International Student Re-Entry orientation

June:

1. Attend annual Corporate meeting
2. At the June Board meeting:
 - a) Welcome new Board members and hand out ATAD pins and name tags
 - b) Make necessary appointments
3. Attend farewell picnic for AOs and year/semester ISs