

Secretary



Association for Teen-Age Diplomats

The Secretary shall be a member of the Board of ATAD, and elected by the Board of Directors for a term of three years. The Secretary shall be a member of the Executive Committee.

Responsibilities:

1. Keep records of attendance at meetings of the Board, the Executive Committee, and the Corporation.
 2. Take notes and prepare minutes of the above meetings, based on notes and on submitted reports.
 3. Present the slate of new Directors and the proposed program numbers to the Board for vote at the June Board meeting.
 4. Ensure that the minutes are distributed to the Board of Directors and Overseas Liaisons.
 5. Maintain an annual register of Motions of Substance voted on by the Board, and distribute copies at the annual meeting of the Corporation.
 6. Maintain a permanent record of the minutes.
 7. Maintain an annual Board of Directors directory. This shall include:
 - Name
 - Address
 - Phone numbers: home, work, cell and FAX
 - Email address
 - Position(s)
 - Date for end of current term on the Board
 8. Maintain a directory of Program Liaisons in Partner Cities. This shall include:
 - Name
 - Address
 - Phone numbers: home work, cell and FAX
 - Email address
 9. Maintain a distribution list of the names and addresses of the following people (coded as in parentheses):
 - ATAD Board of Directors (F)
 - Overseas Liaisons
 - current and previous year parents of American students going overseas (F)
 - current and previous year host parents of International students (F)
 - ISCOR Board of Directors (F)
 - Rochester area school principals and liaisons
 - all individuals who have contributed to ATAD in the past two years (F)
 - media contacts
 - other friends of ATAD
- Provide mailing labels as requester to the Publicity Chair (all of the above names) and the Fund Raising Chair (only those coded with an F).