

Americans Overseas Vice-President



Association for Teen-Age Diplomats

The AMERICANS OVERSEAS VICE-PRESIDENT is a duly elected officer of the ATAD Board, and is responsible for administering all aspects of the Americans Overseas program.

RESPONSIBILITIES:

1. To maintain and direct an Americans Overseas committee consisting of ATAD Board members and members of the community (see AO2).
2. To maintain regular communication with the ATAD President.
3. To provide monthly written reports at ATAD Board meetings.
4. To develop and manage a plan to establish contacts within the community including schools, media, and community groups.
5. To assure that AO application materials are updated and distributed.
6. To assure that contact with schools regarding AO applications and recruitment activities is maintained.
7. To determine acceptance of students into the exchange program in consultation with Program Chairs, and assure that the number accepted to each Partner City does not exceed the number approved by the Board. (See *Americans Overseas Interview Committee AO3* for additional details.)
8. To keep ATAD Program Chairs and Treasurer informed about application status of AO's.
9. To maintain an up-to-date School Liaison Directory.
10. To assure that an up-to-date AO Directory is given to the Webmaster.
11. To work closely with the VP for Host Families on potential AO families as Host Families.
12. To assure that all AO's and parents have appropriate orientations.
13. To provide AO's with Evaluation Forms upon their return from overseas, assure the completed evaluations are returned, and send copies of the evaluations to the Program Chairs and CSIET Liaison.
14. To communicate with Returnees regarding their experience and suggestions, and follow up as appropriate.
15. To notify ATAD President if AO VP will be unavailable.

TASKS:

September:

- a) Obtain from the Policies and Procedures Committee updated AO documents, including any changes in fees.
- b) Assure preparation and copying of AO applications and school packets (approximately 250 and 50 copies, respectively). [See Appendix]
- c) Reserve a site for the January Regional Interviews.

October:

- a) Assure that AO information gets to all regional schools.

November to January:

- a) As applications are received, send application fee checks and any Financial Aid Request Forms to ATAD Treasurer.

December:

- a) Arrange for Regional Interviewers, including Host Family Committee representation.

January:

- a) Obtain all completed AO and Excellence Scholarship applications (AOF1 and AOF4) from students, **postmarked by 12/31**.
- b) Send copies of the Preliminary Host Family Information form to the VP for Host Families.
- c) Compile AO applications, arrange interview assignments, and send out interviewee invitations a minimum of one week prior to interview date.
- d) Hold Regional Interviews on or before the Martin Luther King holiday weekend.
- e) **Immediately after** the Regional Interviews, give the Excellence Scholarship applications and Regional Interview results to the Outreach Coordinator.
- f) Arrange for informational meeting for future Americans Overseas, to be held **on or around 3/1**.
- g) Send out AO acceptance letters, details about informational meeting/dinner, and P/S Agreement (P1 and AOF5) **by 1/31**.
- h) Inform the Treasurer and VP for Host Families of AO acceptance status **by 1/31**.
- i) Determine who will receive honorary awards (not including Gary Simon Memorial Award) based on input from the Regional Interviewers and how well the students portray the values of the person for whom the award is named. See the Treasurer for a list of active awards.

February:

- a) Follow up on any concerns on potential AO's and arrange follow up interviews where necessary.
- b) Participate on Executive Committee to determine financial aid.
- c) Receive late applications **no later than 2/21**, assure that late applicants are interviewed, and send out acceptance letters as appropriate.

Ongoing:

- a) Notify Vice-President for Host Families, Program Chairs, and Treasurer of the acceptance and withdrawal status of all applicants in a timely manner.

March:

- a) Hold AO informational meeting **on or around 3/1** and collect Parent/Student Agreement. At this meeting hand over responsibility for AO's to Program Chairs, present honorary awards, and inform Treasurer of award winners.
- b) Send 4 copies of completed applications to appropriate Program Chairs **prior to 3/15**.

April:

- a) Assure that all arrangements for AO orientation are made.

May:

- a) Send out letters to AO's regarding orientation.
- b) Assure that all AO's will be attending the orientation.

June:

- a) Assure that any AO who did not attend the orientation receives an appropriate orientation.
- b) Assure Program Chairs provide additional orientation of year/semester AO's.
- c) Provide AO Directory to ATAD Board members and Webmaster.

APPENDIX

SUGGESTED MATERIALS FOR AO SCHOOL PACKET

For School Liaisons:

- ATAD AO VP business card
- Letter describing process, highlighting changes, and specifying application dates
- ATAD brochure
- AO and HF advertising posters
- Excellence Scholarship posters, as appropriate
- Reply postcard

For Students:

- Student applications (AOF1)
- ATAD Excellence Scholarship description and application (AOF4), as appropriate
- Program description (AO6)
- Fact Sheet on financial aid and suggestions for funding an exchange program (AO 7)