

Vice-President for Host Families



Association for Teen-Age Diplomats

The Vice-President for Host Families is a duly elected officer of the ATAD Board and a member of the Executive Committee.

Responsibilities

1. To meet all responsibilities of an ATAD Board Member (JD1).
2. To maintain and oversee the Host Family Committee.
3. To assure that new Host Family Committee members obtain appropriate training.
4. To keep the Host Family Committee informed of Host Family activities and progress.
5. To provide a written monthly report to the ATAD Board on Host Family activities and progress.
6. To solicit names of potential Host Families from ATAD Board members, school liaisons, and others.
7. To ensure potential host families are aware they are unable to host relatives.
8. To place qualified International Students in appropriate Host Families.
9. To communicate with Program Chairs on potential Host Families.
10. To work with the Vice-President for American Overseas on potential AO Host Families.
11. To maintain knowledge of current CSIET and US Department of State regulations as they pertain to Host Family solicitation and placement.
12. To maintain a mailing list and Directory of International Students, and distribute as needed.
13. To work with schools to ensure International Students are placed appropriately.
14. To notify the Policies and Procedures Committee of suggested updates to policies, procedures or forms.
15. To ensure copies of Host Family-related forms, such as Host Family Applications and background check confirmations, are maintained.

Guidelines

1. To appoint Committee members.
2. To call meetings of the Committee.
 - a) Assign potential Host Family names to Committee members for contact.
 - b) Set expectations for reporting back to the Vice-President for Host Families.
3. To assure International Students are placed sufficiently in advance of their arrival.