

# ATF Martial Arts Black Belt Board

## Offices and Responsibilities

### **Chairman - Life Time Appointment**

The Chairman is responsible for overall board governing. The Chairman is the chief authority of the board. The Chairman may refrain from voting, cast votes along with the board, be the deciding vote in a tie, and overturn all votes of the board.

**DUTIES – Is the Head of System of ATF. Works as the final authority in all matters of the Federation, Resolving Disputes, and Guiding the System.**

- Create and/or approve an agenda for each board meeting.
- Conduct board meetings.
- Follow-up with officers to verify progress.
- Follow up with committee chairs to verify progress.
- Attend at least 60% of the monthly board meetings either in person or virtually.
- Receive and review all monthly reports from the President and Vice President.
- Define the responsibilities of all board officer positions.
- Ultimately approve or deny board appointments, renewals and dismissals.
- Have access for review of all files on the board that include things such as work accomplished, members, projects, budgets, and timelines.
- Obtain information from the immediate president and vice-president of the board.
- Recruit and retain members.
- Conduct educational programs and assignments to be given to and by the board members.
- Familiarize incoming board members of their positions.
- Assist the board in all matters.
- Establish active ATF relations.
- Seek to expand the Federation of ATF and make the final decision of inclusion and exclusion.
- Oversee all Martial Arts Curriculum and implementation.

## President – Life Time Appointment

The President is responsible for overall board governing in the absence of the Chairman. The President is the chief authority of the board under the Chairman. The President will cast votes along with the board, and may hold their vote to the end so to be the deciding vote in a tie from the board.

The President is responsible for the Black Belt Board in the absence of the Chairman (upon Chairman approval) and should assist the Chairman and other officers with their responsibilities and execution. In order to be able to step in for the Chairman, the President must be current on everything that is occurring in the board and is responsible for communicating and updating the Chairman as soon as possible. The President is responsible for executing the wishes of the board and for the enforcement of board decisions and policies.

### **DUTIES – Works as in the Day to Day execution of the Federation. Works in harmony with the Chairman to execute decisions.**

- Communicate board activities to officers and ATF Populous.
- Personally contact delinquent members. While e-mail is great for quick communication, a phone call or personal letter can make a much greater impact on a member.
- Create committees and assign tasks to specific board members.
- Follow up with committee chairs to verify progress.
- Present a report on board progress during yearly board review.
- Attend at least 60% of board the monthly board meetings either in person or virtually.
- Receive and review all monthly reports from the Vice President and board officers.
- Present a report on board progress during yearly board review.
- Help define the responsibilities of all board officer positions.
- Have access for review of all files on the board that include things such as work accomplished, members, projects, budgets, and timelines.
- Obtain information from the immediate vice-president of the board.
- Recruit, retain and train members.
- Conduct educational programs and assignments to be given to and by the board members.
- Familiarize incoming board members of their positions.
- Assist the board in all matters.
- Ensure that all monthly reports are submitted accurately and on time.
- Follow up with Vice President to ensure that dues have been submitted.
- Pursue a net increase in membership.
- Review all literature and resources available from the Chairman.
- Establish active ATF relations.
- Ensure that officers attend meetings.
- Attend at least 60% of the monthly board meetings either in person or virtually.

## Past President – Yearly Renewal

The role of the Past President is to ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers and Directors, to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues.

The Past President is a Voting member of the board. They are under the authority of the Chairman and President and is lateral to the Vice President. The Past President is responsible for working with the Vice President of the Black Belt Board in the absence of the Chairman (upon Chairman approval) and the President. In order to be able to step in for the Chairman or the President, the Past President must partner with the Vice President current on everything that is occurring in the board and is responsible for communicating and updating the Chairman as soon as possible. The Past President is responsible for executing the wishes of the board and for the enforcement of board decisions and policies.

The Past President position is lateral to the Vice President and works mainly as a voice of experience and wisdom to the board.

### **DUTIES – Works as an advisor to the current President.**

1. Under the direction of the President of the Board of Directors, the Past President's responsibilities include:
2. Along with the Director, Volunteer Engagement, assisting with an equitable nomination process, ensuring the needs of the Board are met to the best of ability and to present a slate of candidates to the membership at the Annual General Meeting.
3. Regular reviewing and developing of governance policies as needed.
4. Routinely review and revise Bylaws, presenting any necessary changes to the membership with due notice; provide interpretation of Bylaws and parliamentary procedures during Board meetings.
5. Participating actively in Board meetings, and/or any special meetings called by Board members or members at large
7. Supporting the President in his/her position through mentoring, coaching, advising and analysis of Board development and procedures.
8. To continue to advocate for the profession and for the association wherever and whenever possible.
9. Providing a historical context for decision-making and revising planning, objectives, etc.
10. Complete/respond to any responsibilities associated with being a Board member (attending, preparing for, and participating in meetings /conference / AGM/retreat; financial accountability and management of portfolio budget; reports; updating website information; policies; promoting
11. ATF recruiting potential Board/Committee members; etc.

## **Vice President – Yearly Renewal**

The Vice President is responsible for the management of all board records. The Vice President must be ready to document the details and decisions made and executed by the board. Included in the managing of board records is keeping minutes and attendance at all official board meetings.

The Vice President is a Voting member of the board. They are under the authority of the Chairman and President and is lateral to the Past President. The Vice President will partner with the Past President to preside over official board meetings in the absence of the Chairman and President if previously approved by the Chairman. In such cases the Vice President will immediately report board progress and status to the Chairman and President.

### **DUTIES – Focuses on Board Administration**

- Attend all meetings and compose the official minutes.
- Respond to all correspondence within seven days and inform officers and advisors of the communication.
- Recommend to the President agenda items for the board and officer meetings.
- Attend board meetings.
- Collect the monthly committee reports.
- Write and submit monthly report to the Chairman and President.
- Publish a monthly Black Belt Board Bulletin and send over approved media (Email lists and Social Media).
- Obtain all files and information from immediate past Vice President.
- Inventory all ATF schools and memberships.
- Create a filing system for ATF reports, bulletins, and literature.
- Produce a membership directory.
- Complete award forms for district and International contests.
- Complete all delegate registration forms for district and International conventions.
- Assist incoming Business Advisor and Vice President in becoming acquainted with the position.
- Work with the Business Advisor, President and Chairman to Collect and distribute appropriately all dues and moneys of the Black Belt Board and ATF Martial Arts International to the Chairman.
- Attend at least 60% of the monthly board meetings either in person or virtually.

## **Training Director – Yearly Renewal**

The Training Director is responsible for the management of all Martial Arts Curriculum and Board Training (i.e. education, trainings, etc.). The Training Director must be ready to document the details and decisions made and executed about all training/curriculum by the board. Included in the managing of board records is keeping minutes, suggestions and attendance about trainings at all official board meetings.

The Training Director is a Voting member of the board. They are under the authority of the Chairman and President. The Training Director will preside over official board meetings in the absence of the Chairman, President and Vice President if previously approved by the Chairman. In such cases the Training Director will immediately report board progress and status to the Chairman and President.

### **DUTIES**

- Attend all meetings and compose the official minutes pertaining to training/curriculum related topics.
- Respond to all correspondence within seven days and inform officers and advisors of the communication.
- Recommend to the President agenda items for the board and officer meetings.
- Research and maintain a projection of training goals and objectives and accomplishments in a viable timeline.
- Will work with the Chairman and President to make sure Active Instructor Status of all BBB members and association Instructors are up to date and renewed.
- Makes suggestions to the Chairman about continued education for the raising of AIS standards.
- Attend at least 60% of the monthly board meetings either in person or virtually.

## **Business Advisor – Yearly Renewal**

The Business Advisor works as a treasurer and consultant for the overall workings of ATF and its three divisions (Allied Tang Soo Do Federation, ATF Martial Arts International, Allied Tribal Martial Arts Federation) and its associated Academies. The Business Advisor will work closely with the Chairman, President, and Individual School Owners to coordinate the collection and disbursement of money, costs, and charities. Accurate record keeping is imperative to this position. The Business Advisor will create an ATF procedure for the collection and disbursement of official ATF monies.

The Business Advisor is a Voting member of the board. They are under the authority of the Chairman and President.

- Pay all bills as approved by the board of officers.
- Record all expenditures and income.
- Secure advice from the Operations Adviser on all financial matters for facilities.
- Collect money for BBB projects and charities.
- Present finance report at board meetings.
- Collect dues from new members and forward them to the President or Chairman.
- Obtain all financial records, receipts, and files from immediate past treasurer.
- Prepare a budget for the year following your term.
- Organize all financial records to give to Business Advisor-elect.
- Attend at least 60% of the monthly board meetings either in person or virtually.

## **Technology Advisor – Yearly Renewal**

The Technology Advisor is responsible for the management of all advancement in web presence, video/editing of events and materials. The Technology Advisor is also the go to person for overall improvements in official ATF Web pages and Social Media presence. The Technology Advisor must be ready to document the details and decisions made and executed about all technology/web based plans, maintenance, and improvements to the board. Included is also the managing of board records is keeping minutes, suggestions and attendance about technologies at all official board meetings.

The Technology Advisor is a Voting member of the board. They are under the authority of the Chairman and President.

### **DUTIES**

- Attend all meetings and compose the official minutes pertaining to technology/web/social media related topics.
- Respond to all correspondence within seven days and inform officers and advisors of the communication.
- Recommend to the President agenda items for the board and officer meetings.
- Research and maintain a projection of technology goals and objectives and accomplishments in a viable timeline.
- Will work with the Chairman and President to make sure all information about ATF and its three divisions (Allied Tang Soo Do Federation, ATF Martial Arts International, Allied Tribal Martial Arts Federation) are up to date and renewed in appropriate formats.
- Makes suggestions to the Chairman about continued education for the raising of technology standards.
- Attend at least 60% of the monthly board meetings either in person or virtually.

## **Emergency Management Advisor – Yearly Renewal**

The Emergency Management Advisor is responsible for the management of all advancement in the policy, procedures, and training of emergency practices/protocols for all ATF Academies and Associates and Events. The Emergency Management Advisor is also the go to person for overall improvements in official ATF medical response protocols and training. The Emergency Management Advisor must be ready to document the details and decisions made and executed about improvements to the board. Included is also the managing of board records is keeping minutes, suggestions and attendance about technologies at all official board meetings.

The Emergency Management Advisor is a Voting member of the board. They are under the authority of the Chairman and President. They work closely with the Dojang Operations Manager in the constant advancement in safety for all three ATF divisions (Allied Tang Soo Do Federation, ATF Martial Arts International, Allied Tribal Martial Arts Federation).

### **DUTIES**

- Attend all meetings and compose the official minutes pertaining to Emergency Management.
- Respond to all correspondence within seven days and inform officers and advisors of the communication.
- Recommend to the President agenda items for the board and officer meetings.
- Research and maintain a projection of Emergency Management goals and objectives and accomplishments in a viable timeline.
- Will work with the Chairman and President to make sure all Emergency Management information about ATF and its three divisions are up to date and renewed in appropriate formats.
- Makes suggestions to the Chairman about continued education for the raising of emergency management standards.
- Attend at least 60% of the monthly board meetings either in person or virtually.



## **Dojang Operations Advisor – Yearly Renewal**

The Dojang Operations Advisor is responsible for the management of all advancement in the policy, procedures, and training of good practices for all ATF Academies in their buildings, maintenance, structure, and protocols for safety, practicality, and commercial appeal. The Dojang Operations Advisor is also the go to person for overall improvements in official ATF school inspections and standards. The Dojang Operations Advisor must be ready to document the details and decisions made and executed about improvements to the board. Included is also the managing of board records is keeping minutes, suggestions and attendance about technologies at all official board meetings.

The Dojang Operations Advisor is a Voting member of the board. They are under the authority of the Chairman and President. They work closely with the Emergency Management in the constant advancement in safety for all three ATF divisions (Allied Tang Soo Do Federation, ATF Martial Arts International, Allied Tribal Martial Arts Federation).

### **DUTIES**

- Attend all meetings and compose the official minutes pertaining to Dojang Operations.
- Respond to all correspondence within seven days and inform officers and advisors of the communication.
- Recommend to the President agenda items for the board and officer meetings.
- Research and maintain a projection of Dojang Operations Management goals and objectives and accomplishments in a viable timeline.
- Will work with the Chairman and President to make sure all Dojang Operations information about ATF and its three divisions are up to date and renewed in appropriate formats.
- Makes suggestions to the Chairman about continued education for the raising of Dojang Operations standards.
- Attend at least 60% of the monthly board meetings either in person or virtually.

## **Chaplain – Yearly Renewal**

The Chaplain is responsible for the management of all advancement in the policy, procedures, and training of the Moo Duk Kwon Articles of Faith as well as overseeing the Spiritual/Religious protocols for all ATF Academies and Events. The Chaplain is also the official ATF representative to the Karate for Christ organization. The ATF Chaplain is responsible for overall improvements in official ATF ethical policies and must be ready to document the details and decisions made and executed about improvements to the board. Included is also the managing of board records is keeping minutes, suggestions and attendance about technologies at all official board meetings.

The Chaplain is a Voting member of the board. They are under the authority of the Chairman and President. They work closely with the Events Coordinator and President in the constant advancement in Ethical Standards for all three ATF divisions (Allied Tang Soo Do Federation, ATF Martial Arts International, Allied Tribal Martial Arts Federation).

### **DUTIES**

- Attend all meetings and compose the official minutes pertaining to their Chaplaincy.
- Respond to all correspondence within seven days and inform officers and advisors of the communication.
- Recommend to the President agenda items for the board and officer meetings.
- Research and maintain a projection of Chaplaincy goals and objectives and accomplishments in a viable timeline.
- Will work with the Chairman and President to make sure all Articles of Faith/Ethical information about ATF and its three divisions are up to date and renewed in appropriate formats.
- Makes suggestions to the Chairman about continued education for the raising of appropriate standards.
- Attend at least 60% of the monthly board meetings either in person or virtually.

## **Hyung Advisor/Historian – Yearly Renewal**

The Hyung Advisor/Historian is responsible for the development and management of the quality and accuracy of all ATF Hyung/Kata/Forms. Also for the perpetuation of such to the ATF Black Belt Board (i.e. education, trainings, etc.). They must be ready to document the details and decisions made and executed about all training/curriculum pertaining to Hyung and Martial Arts/ATF History to the board. The Hyung Advisor/Historian will also be a major advocate to retain Kwan Jang Nim Weeks desire to keep Hyung Training as at least 60% of ATF's curriculum base. As well as to create an accurate and prolific account of ATF history, lineage, and the legacy of its founders. Their duties also include the managing of board records in keeping minutes, suggestions and attendance about trainings at all official board meetings.

The Hyung Advisor/Historian is a Voting member of the board. They are under the authority of the Chairman and President and will work closely with the ATF Training Director.

### **DUTIES**

- Attend all meetings and compose the official minutes pertaining to Hyung and History related topics.
- Respond to all correspondence within seven days and inform officers and advisors of the communication.
- Recommend to the President agenda items for the board and officer meetings.
- Research and maintain a projection of training goals and objectives and accomplishments in a viable timeline.
- Will work with the Chairman and President to make sure Active Instructor Status of all BBB members and association Instructors are up to date with Hyung and History requirements within the 3 divisions of ATF (Allied Tang Soo Do Federation, ATF Martial Arts International, Allied Tribal Martial Arts Federation).
- Makes suggestions to the Chairman about continued education for the raising of AIS standards.
- Attend at least 60% of the monthly board meetings either in person or virtually.

## **Events Coordinator – Yearly Renewal**

The Events Coordinator is responsible for the promotion, organization and management of all ATF special Events, Demonstrations (Demo Teams), Tournaments, Seminars, and Charity Drives. They are responsible for the advancement in the policy, procedures, and training of Events. The Events Coordinator must be ready to document the details and decisions made and executed about improvements of their responsibilities to the board. Included is also the managing of board records is keeping minutes, suggestions and attendance about upcoming events at all official board meetings.

The Events Coordinator is a Voting member of the board. They are under the authority of the Chairman and President. They work closely with the President, Emergency Management Advisor, Business Advisor, and Chaplain in the constant advancement in Events for all three ATF divisions (Allied Tang Soo Do Federation, ATF Martial Arts International, Allied Tribal Martial Arts Federation).

### **DUTIES**

- Attend all meetings and compose the official minutes pertaining to Events.
- Respond to all correspondence within seven days and inform officers and advisors of the communication.
- Recommend to the President agenda items for the board and officer meetings.
- Research and maintain a projection of Events and objectives and accomplishments in a viable timeline.
- Will work with the Chairman and President to make sure all Event information about ATF and its three divisions are up to date and renewed in appropriate formats.
- Makes suggestions to the Chairman about continued education for the raising of Event management standards.
- Attend at least 60% of the monthly board meetings either in person or virtually.