

**Rotary District 5020**  
**District Youth Exchange Chair**  
**Job Description**

**Overview and Objectives:**

The District Youth Exchange Chair manages Youth Exchange activities within District 5020 and communicates with Rotary International. The chair appoints the District Youth Exchange Committee and defines specific responsibilities for each member while ensuring all program requirements are met. The District Youth Exchange Chair reports to the District Governor by way of liaison with the District Governor Nominee. The District Youth Exchange Vice-Chair is appointed by the District Governor and assumes the role of District Youth Exchange Chair subject to approval of the District Governor.

**Term of Appointment:** The District Youth Exchange Chair is a three-year appointment renewable annually, subject to approval of the DG, DGE and DGN.

**District Youth Exchange Vice-Chair Responsibilities:**

- Organizes regular District 5020 Rotary Youth Exchange Committee meetings
- Reviews and coordinates the update of the District Rotary Youth Exchange Manual.
- Reviews and publishes policies/guidelines affecting Youth Exchange Program
- In concert with the Youth Exchange Chair, participates in the development of a proposed annual budget to the District Finance Committee.
- Publishes an annual schedule of RYE events for inclusion in the District calendar
- Initiates, and develops agenda for all RYE committee meetings/events
- Reviews and updates training and role descriptions for incoming committee members
- Communicates regularly with the District YE Chair and DGN on all Youth Exchange events and meeting dates
- Collaborates with the Canadian and U.S. Club coordinators and members of the RYE Committee as to event dates, sites, and logistics for events including:
  - Youth Exchange club training; Inbound Orientation; District LTEP (Long Term) Outbound Interviews; STEP (Short Term) Orientation; Comox Rendezvous; LTEP Outbound Orientation; and the Rebound Gathering
- Ensures Rotary District 5020 and RYE website have current information and contact information for all program participants
- Ensures materials needed for operation of the Rotary Youth Exchange program are updated and, where appropriate, are uploaded to the RYE website
- Attends District Training and Conference
- Serves as a member of the WESSEX board of directors by attending meetings and responding to emails/task in a timely manner in coordination with the District Youth Exchange Chair
- Works with the District Youth Exchange Committee to identify successor candidates for the District Youth Exchange Vice-Chair

**District Youth Exchange Vice-Chair Preferred Qualifications:**

- Experience in working with youth
- Experience on the District Youth Exchange Committee as a Country Officer, Club Coordinator, YEAH Administrator, or Compliance Officer.
- Experience in preparing and managing a budget
- Organizational, time management and leadership skills
- Ability to facilitate communication with all committee members and participating clubs
- Essential that the candidate be Youth protection compliant including successful completion of Youth Protection district training.
- Effective verbal and written communication skills
- Competent computer skills including a strong working knowledge of YEAH (Youth Administrative Hub)
- Membership in North American Youth Exchange Network (NAYEN) and NAYEN Talk
- Ability to travel to/from Canada/USA
- Rotarian in good standing

**District YE Chair Responsibilities:**

- Chairs regular District 5020 Rotary Youth Exchange Committee meetings
- Ensures Rotary Youth Exchange committee operates as set out in the District Rotary Youth Exchange Manual
- Submits required reports to Rotary International
- Reviews and implements policies/guidelines affecting Youth Exchange Program

**Rotary District 5020**  
**District Youth Exchange Chair**

**Job Description**

- In consultation with the Youth Exchange treasurer, develops and submits a proposed annual balanced budget to the District Finance Committee by January 1st.
- Works with Youth Exchange treasurer to review financial records
- Develops an annual schedule of RYE events for inclusion in the District calendar
- Approves, and communicates agenda for all RYE committee meetings/events
- Recommends committee members in collaboration with the District Governor Nominee
- Provides training and role descriptions for incoming committee members
- Provides ongoing mentorship and support to members of the YE Committee
- Communicates regularly with the DGN on all Youth Exchange events and meeting dates
- Coordinates event dates, sites, and logistics for: Youth Exchange club training; Inbound Orientation; District LTEP (Long Term) Outbound Interviews; STEP (Short Term) Orientation; Comox Rendezvous; LTEP Outbound Orientation; Rebound Gathering and other events as required
- Identifies coordinators and/or chaperones for key RYE events (e.g. Comox Rendezvous, California trip, Summer trip)
- Monitors current insurance provider program to ensure compliance with Rotary International standards
- Coordinates youth protection efforts within the program, in consultation with the District Youth Protection Officer ensuring adherence to the Rotary District 5020 Youth Protection Policy and Rotary Youth Protection Guide
- Copies all communication regarding student and club issues that may be of concern or interest to the District Governor Nominee. On issues of serious concern this communication should be direct and timely to the District Governor.
- Establishes guidelines to address issues regarding behaviours and/or actions of students, adult volunteers, and any other participants who do not comply with the program requirements. When appropriate works with District Youth Protection Officer to ensure proper procedures have been followed
- Accessibility to deal with student problems, challenges and requests that require District Chair involvement and/or approval
- Submits report and attends District Council meetings
- Attends District Training and Conference
- Serves a member of the WESSEX board of directors by attending meetings and responding to emails/task in a timely manner
- Provides candidate names to the District Governor Team for District Youth Exchange Vice-Chair position

**District YE Chair Qualifications:**

*Same as Vice Chair qualifications plus:*

- Preferably two years' experience as the District Youth Exchange Vice-Chair
- Knowledgeable of the local, state/provincial and federal laws applicable to the Youth Exchange program

**Immediate Past District YE Chair Responsibilities:**

- Mentors the District Chair and lends support
- Provides continuity in both leadership and policy