

**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 and liaises with the District Governor Nominee.

**Term of Appointment:** The appointment is a 3-year term, renewable annually, subject to approval of the DG, DGE and DGN.

**Responsibilities:**

- Organizes and chairs regular District 5020 Rotary Youth Exchange Committee meetings
- Ensures Rotary Youth Exchange committee operates under the procedures 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
- In consultation with the Youth Exchange treasurer, develops and submits a proposed annual budget to the District treasurer 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
- Initiates, 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 District Governor 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 to coordinate 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....
- Identifies coordinators/chaperones for key RYE events.....
  - Comox Rendezvous, California trip, Summer trip
- Monitors current insurance provider program to ensure compliance with Rotary International standards
- Collaborates with Country Officers to track completed insurance applications, purchases, and refunds
- 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. On issues of serious concern this communication should be direct and timely.
- 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
- 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 distributed periodically. When applicable, materials should be uploaded to the RYE website
- Prepares required district reports and attends District Council Meetings

- Attends District Training and Conference
- Serves a member of the WESSEX board of directors by attending meetings ----works with the District Governor to select the second voting board member
- Works with District Governor Team to identify possible successors for District Youth Exchange Chair

**Qualifications:**

- Demonstrated experience in working with youth
- Three years' experience on the District Youth Exchange Committee is preferred
- Proven organizational, time management and leadership skills
- Ability to facilitate communication with all committee members and participating clubs
- Accessibility to deal with student problems, challenges, and requests that require District Chair involvement and/or approval
- Youth protection compliant --- successful completion of Youth Protection district training
- Knowledgeable of the local, state/provincial and federal laws applicable to the Youth Exchange program
- Effective verbal and written communication skills
- Competent computer skills including a strong working knowledge of YEAH (Youth Administrative Hub) and WESSEX
- Membership in North American Youth Exchange Network (NAYEN) and NAYEN Talk
- Ability to travel to/from Canada/USA
- Service as a Rotarian in good standing