

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

**Revised Nov 2019**

**Reports to:** District Governor and to Rotary International.

**Purpose:** To provide leadership to the Youth Exchange Committee to ensure that the requirements of the program are being met.

**Required Activities:**

District Committee Retreat (held annually)  
Rebound Weekend  
Inbound Orientation  
District RYE Committee Meeting (Held Monthly)  
RYE Annual Conference/District Interviews  
LTEP Outbound Orientations  
District Conference

**Optional Activities:**

North American Youth Exchange Network (NAYEN)

**Major Duties:**

- Provide ongoing and anticipatory guidance to all members of the committee and adjunct/committee members in order for them to fulfill their duties.
- Maintain timely communication.
- Initiate and approve the agenda for all events and meetings regarding Youth Exchange including but not limited to District Interviews, all orientations, Rebound Retreat and the District YE committee meeting.
- Collaborate with Canadian and US Events Coordinators on all orientations, district Interviews, YEO workshops and YE committee meeting to ensure that accommodations, meals and transportation (when appropriate) and proper programming have been made for the event
- Identify individuals that are willing to work on and complete in a timely manner short term assignments that support the Youth Exchange program.
- Ensure that all materials created/used at the district level are updated on a periodic basis and distributed to the appropriate people.
- Establish dates for the Youth Exchange program well in advance; preferably before the Rotary Year begins, but no later than the annual District YE committee meeting.
- Synthesize information and make decisions and communicate the decision to those impacted.
- Set annual committee budget with assistance from YE treasurer, Inbound and Outbound Coordinator.
- In consultation with the Treasurer, ensure that accurate financial records are being kept.
- Maintain positive relationship with insurance carrier.
- Appoint new District Youth Exchange committee members when appropriate.

- Communicate regularly with the current District Governor on all Youth Exchange events and meetings so that he/she may be able to attend. Also, copy all communication regarding student and club issues that may be of concern or interest to the DG. There are times when the District may need help through the International DG network.
- Work with RYE volunteers to identify possible successor.
- Review and implement policies/guidelines affecting Youth Exchange.
- Work with District Youth Protection Officer to ensure that Rotary District 5470 Youth Protection Policy is implemented.
- Be accessible at all times to deal with student problems, challenges, and requests that must have District Chair involvement and/or approval. If not accessible, appoint a committee member to act on your behalf. Notify the whole committee of this.
- Be knowledgeable of the local, state/provincial and federal laws in both countries that are applicable to the Youth Exchange program and ensure the program is following them.
- Ensure that we are meeting the program expectations of Rotary International including but not limited to completing reports in a timely way and ensuring that we only exchange with certified districts.
- Periodically review website for updates.
- Provide support and back-up for all committee members.

**Peak Time:**

Year round

**Skills/Abilities:**

- Be able to address both immediate needs/issues and more long-term needs/issues at the same time.
- Effective communicator both verbally and in writing.
- Manage time effectively.
- Ability to access and respond to all communications (phone, email, etc.) in a timely fashion.
- Must be able to manage high volumes of written and verbal communications on a constant basis.
- Ability to understand cultural differences.
- Use cell phone in order to fulfill position duties.
- Ability to manage, lead and guide volunteers.
- Must be proficient Microsoft Office suite and able to quickly grasp other programs as .necessary

**Other:**

Be a Rotarian in good standing.