

**Rotary District 7610**  
**Rotary Youth Leadership Awards (RYLA) District Chair**

Job Description

**Purpose:** To support activities related to the planning and administration of the District Youth Leadership Awards (RYLA) Program.

**Qualifications:** Appointed by the District Governor, the RYLA Chair must be a Rotarian in the district, undergo a criminal background check and complete Youth Protection Training as required by the District 7610 Youth Protection Policy.

**Duties and Responsibilities:** Working under the direction of the District Governor or designee and Youth Service Chair, the individual will:

- ❖ Plan and execute a successful RYLA event with participation and attendance of clubs across the district;
- ❖ Administer district-wide planning efforts related to RYLA (including program development, schedule and contracts for the program venue and food service);
- ❖ Manage the RYLA budget consistent with expectations/requirements of the District Governor and the District Finance Committee;
- ❖ Recruit RYLA faculty and chaperones, ensuring proper preparation (orientation and youth protection clearances) consistent with the requirements of the District Youth Protection Policy;
- ❖ Prepare and circulate RYLA recruitment and application materials and ensures updated information and materials are available on the District website and calendar;

- ❖ Provide evaluation information for after action and/or program evaluation activities as requested by District Leadership and as needed to support future program planning;
- ❖ Promote RYLA through regular contact and email communications with clubs in the district , through district committees and leadership meetings;
- ❖ Organize exhibits that promote and explain RYLA at district meetings and events such as PETS, District Conference etc;
- ❖ Work with the District Public Image and Newsletter Chairs and promote publication of RYLA in appropriate Rotary and non-Rotary communications media.