

Rotary District 7610

District Youth Exchange Chairman

Job Description

Purpose: The chairman serves as the District's point of contact and representative in working with ESSEX personnel in the US and internationally on matters related to administration of the Youth Exchange program, youth exchanges (long and short-term) and serves as the District's representative on matters related to the District's participation and youth exchange network governance as part of ESSEX.

Qualifications: The Youth Exchange Chairman must be a Rotarian in District 7610, designated and certified annually to RI and ESSEX. The incumbent must undergo a criminal background check and complete all training required by the District 7610 Youth Protection Policy and the Essex Youth Exchange program.

Duties and Responsibilities: The District Youth Exchange (YE) Chairman is responsible to the District Governor (DG) for the operation and supervision of the District's Youth Exchange Program.

The Individual's contact information is promulgated by RI to every Rotary District worldwide that engages in Youth Exchange;

Through ESSEX, the contact information is promulgated to School Districts and other organizations within the US that certify organizations to participate in exchange student programs.

Under the supervision of the DG or designee, the incumbent performs the following duties:

- ❖ Manage the District YE budget, approve internal voucher requests for reimbursements etc. , submitting to appropriate district personnel for approval or action;

- ❖ Work effectively with the YEAH Database to assign personnel and ensure integrity, content completion, taking steps to problem-solve incomplete or delinquent content/reports.
- ❖ Approve, indicating District commitment, student/family applications for all Outbound and Short Term students, and Guarantee Forms for all Inbound students;
- ❖ Train and certify District Youth Exchange Program Committee Officers and Club Counselors who are designated by participating Rotary Clubs;
- ❖ Interact with District leadership, ESSEX leadership, Club Presidents and Youth Exchange Officers, other Youth Exchange Committee and Youth Program officers to promote productive relationships in support of students and clubs participating in the Youth Exchange program;
- ❖ Maintain awareness of any particular issues affecting a student or host family's exchange; communicate to District leadership significant issues requiring reports to ESSEX, DOS or Rotary International (e.g. Student Protection issues, early returns, significant violations of Exchange rules, etc.);
- ❖ Problem-solve and perform duties of other Youth Exchange Committee members as a stop-gap measure, when those positions are vacant or when incumbents are unable to continue;
- ❖ Serve as a member of the district Youth Protection Committee.

Youth Exchange Program Vice-Chairman

Appointed by the District Governor, the Youth Exchange Vice Chairman works under the direction of the Youth Exchange Chairman to support the personnel and program needs of the Youth Exchange program and supports the visibility the Youth Exchange Program across the district. The incumbent must undergo a criminal background check and complete all training required by the District 7610 Youth Protection Policy and the Essex Youth Exchange program. *Ideally the Vice-chair serves in this position for a year prior to taking over as Chairman.*

Under the direction of the Youth Exchange chair, the incumbent performs the following duties:

- ❖ Assist the Inbound and Outbound YE Coordinators and the Chairman as needed in planning and supporting the day to day operations of the YE program;
- ❖ Work effectively with the YEAH Database to maintain all required paperwork for ESSEX (student monthly reports, etc.) and problem-solves completion or receipt of all forms and reports.
- ❖ Participate in all Youth Exchange program training and events;
- ❖ Process Youth Exchange student applications and problem-solves Youth Exchange program staffing and operational issues as requested by the Chair;
- ❖ Fill in on a temporary basis when the Youth Exchange Chairman is out of the area or is otherwise unavailable.

It is recommended that individuals in these positions are not from the same geographic area of District as the Youth Exchange Chairman.