



Youth Exchange – Chair

The Position of Youth Exchange Chair in Rotary International District 6450, Inc. (District6450) is one that requires passion, diplomacy, compassion, and a supportive attitude above all. That being said, the specifications of what is done are outlined below:

Support the overall mission of the program according to regulations, policies and procedures of District 6450, Rotary International (RI), Central States Rotary Youth Exchange (CSRYE), the U.S. Department of State (DOS) and the State of Illinois.

Build and work with the Youth Exchange Committee including subcommittee coordinators: Inbound, Outbound and Secretary/Finance. Key responsibilities include:

1. Responsible for vetting and training of:
 - Committee Members and Subcommittee Coordinators
 - Local Club Representatives (Youth Exchange Officers and Counselors) Local Clubs
 - Host Families
 - Inbound Students (Orientations)
 - Outbound Students and Families
2. Maintaining current knowledge of laws and regulations according to District6450, RI, CSRYE, DOS, State of IL
3. Coordinate District6450 participation and attendance at North American Youth Exchange Network (NAYEN) annual conference and training
4. Oversee the processing of all paperwork for the proper receipt and issuance of VISAs for inbounds
5. Promote the Program throughout the district clubs and leadership and support the promotion of the program throughout the communities
6. Provide content, applications, calendar and events for maintaining a Youth Exchange information page on the District6450 website
7. Present to District6450 all reports and documentation necessary for compliance and submission to RI:
 - a. Re-certification (annually)
 - b. Incident reports (inbound or outbound related) as needed (District Chief Administrative Officer serves as the Insurance and Risk Management Officer)
 - c. Early return reports as needed
8. As a Member of Central States Rotary Youth Exchange, Participation in following events is required:
 - a. Winter Board Meeting (Typically in Schaumburg in early February)
 - b. Summer Board Meeting (Currently in Grand Rapids each mid-July)
 - c. Serve on at least one other sub-committee of CSRYE (meets as needed throughout the year)

9. Assure compliance with District6450 finance policies and procedures, working closely with the District Treasurer and District Chief Administrative Officer
 - a. Responsible for submission of an annual budget to the district Finance Committee
 - b. Responsible for the approval of expenses
 - c. Collecting Fees from all program participants, families, events and sponsoring clubs
 - d. Responsible for assuring that all adults including host families and club sponsors submit an annual 'background' check through the District6450 approved system
10. Handle issues and incidents as they arise locally or overseas, in collaboration with the District Insurance and Risk Management Officer (as necessary) such as:
 - a. Acclimation of students, Host Family issues, Club issues, Parental issues, disciplining of students, Enforcement of rules and regulations, Resettling of rebounds into life after family
 - b. Be a voice and representation to the district BOD, leadership, and Governor
 - c. Build and maintain a calendar of activities and events for the purpose of enrichment and training of the Inbound and Outbound Candidates
 - d. Engage RYE Alums (ROTEX) as possible

NOTE:

The time required to properly perform the tasks listed above varies throughout the year. Some months are peak and some months are low in time commitment. Obviously the better prepared your committee members, the less time needed to manage the program. On average 10-15 hours a week are spent on youth exchange. Peak time could be as much as 25-30 hours.



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