

**Rotary District 5080  
YOUTH EXCHANGE PROGRAM  
Committee Manual**

**PART B: JOB DESCRIPTIONS**

**Contents**

B.01 District Youth Exchange Committee Chair .....	2
B.02 Vice Chair - Long Term Exchanges .....	3
B.03 Vice Chair – Short Term Exchanges .....	7
B.04 Secretary .....	8
B.05 Treasurer .....	9
B.06 Reserved for Future Use .....	10
B.07 Youth Protection Officer.....	11

**NOTE:** Forms are listed on the Index with a Document Reference # of B.51 and higher. These form documents are separated as individual documents in order to facilitate printing and completing the forms. Many are fillable and savable pdf forms and therefore cannot be combined with the other sections into a single document.

## **B.01 District Youth Exchange Committee Chair**

Position: DISTRICT YOUTH EXCHANGE COMMITTEE CHAIR

### **1. General Statement**

The Chair is responsible to the District Governor for the overall operation, promotion, and development of the Youth Exchange Program within District 5080. This includes ensuring that the program is operated in compliance with all requirements of Rotary International and the District, and in accordance with all applicable state or provincial laws.

### **2. Specific Responsibilities**

#### **The Chair is specifically responsible for:**

- (a) making recommendations to the incoming District Governor for initial appointments to the District 5080 Youth Exchange Committee;
- (b) advising the District Governor of the resignation or termination of committee members during the Rotary year, and the appointment of new or replacement members;
- (c) preparing agendas and chairing all meetings of the Committee, assigning responsibility for preparing materials for such meetings, and may chair other functions (e.g. orientations, training sessions, etc.);
- (d) making recommendations to the Committee on new programs, policies, or initiatives for its consideration and approval;
- (e) assigning specific duties to individual committee members, in consultation with the Committee;
- (f) providing co-ordination, support and direction to Vice Chairs, Area Representatives, and the Secretary and Treasurer as required to assist them in carrying out their responsibilities to the Committee;
- (g) determining, on an annual basis in consultation with the Vice Chairs, the number of students to be exchanged with each foreign district during the next Rotary year;
- (h) maintaining contact with the Youth Exchange Committee chairs in foreign districts with which District 5080 exchanges students;
- (i) contacting Youth Exchange Committee chairs or officers in foreign districts when required to solve specific problems;
- (j) taking necessary action on problems reported by inbound and outbound students in consultation with Vice Chairs when required or requested;
- (k) taking appropriate action on student-related problems reported by foreign districts or host Rotary clubs in District 5080;
- (l) making the final decision, in consultation with the Vice Chairs, on whether to send an inbound student home or to allow a student to return home early; and
- (m) communicating with Rotary International Youth Exchange Department any allegations of abuse, serious incidents such as crimes, early returns, deaths and any other serious situations within 72 hours of occurrence.

District Youth Exchange Committee Chair  
2020.06.24

## B.02 Vice Chair - Long Term Exchanges

Position: VICE CHAIR – Long Term Exchanges

### 1. General Statement

The Vice Chairs – Long Term Exchanges are responsible to the Chair for coordinating all aspects of District 5080's Youth Exchange Program in relation to long-term exchange.

Vice Chairs are allocated responsibility on either a geographical (country) or functional (inbound/outbound) basis.

### 2. Main Responsibilities

#### The Vice Chairs – Long Term Exchanges are specifically responsible for:

- (a) making recommendations to the Chair for initiating or terminating exchange agreements with foreign districts/countries for which they are responsible;
- (b) providing the primary communication link between District 5080 and foreign districts/countries on all matters involving both inbound and outbound students;
- (c) coordinating and tracking the documents required for inbound and outbound students to and from their districts/countries. This involves the sending and receiving of applications, guarantee forms, DS-2019 forms for students coming to the US, and other documents as required;
- (d) responding in a timely manner to all communications from foreign districts/countries, or referring such communications to other members of the Committee if appropriate or necessary; and
- (e) working with the Chair to solve problems with inbound and outbound students to and from the districts/countries for which they are responsible.
- (f) working with the database administrator to set up and maintain documents, pertaining to inbound/outbound students and their parents and exchange partners, within the system.

### 3. Other Responsibilities

Other responsibilities include, but are not limited to, the following:

#### ***OUTBOUND PROGRAM:***

- (a) receiving long term exchange program documents. Typically the Outbound Student folder would contain the complete application, country preference, rules and regulations document, financial agreement, birth certificate, passport, travel permission form, guarantee form, host district package, student consent for use and release of their collected personal data, host family referral form, all signed by all parties and received by certain established deadline dates from time to time. The required document contents of this folder may change from time to time.
- (b) managing the contents of this folder and the flow of the original documents, review all outbound supplicant documents for completion and legibility and work with the club YEO's and/or parents and students from time to time to resolve any issues and obtain missing or incomplete documents. Ensure all required signatures are complete. Return any documents that require correction. Ensure all documents are entered into the online database system.
- (c) advising the District Chair of any significant difficulties in obtaining complete and correct documentation for outbound students when necessary.
- (d) managing and reporting documentation status through a spreadsheet created to summarize specific data from the applications and specific movement of the documents through the process, for items such as: student country preferences, outbound student family contact data, outbound YEO data and contact, outbound student host district contact data, confirmation of receipt by host district, location of originals out for signatures, insurance status, receipt of host district packages and other items. Post spreadsheet in Drop box. Update spreadsheet as information changes. Update this information in online data base system as required.

- (e) receiving fully executed Guarantee Forms from host districts. Confirm completeness of signatures, scan to online database system and send originals to the student.
- (f) maintaining youth exchange program contacts in foreign districts/countries and exchange agreement details in online data base system; as well as, creating such lists and directories in Dropbox.
- (g) maintaining all files for outbound students to and from the foreign districts and countries for which they are responsible.
- (h) formally notifying sponsor clubs and outbound students of the country to which each student has been assigned.
- (i) after students are assigned to host districts, transmitting applications to the host district. Verify receipt by host districts and take action to resolve any issues.
- .
- (j) transmitting student assignments to the travel agent. Ensure that travel plans and documents for outbound students are prepared and processed correctly and in a timely manner. Upload student flight itineraries into online database. Forward itineraries to YEO's and sponsor districts.
- (k) transmitting student assignments to the Insurance Coordinator, identifying those assignments where sponsor district will provide insurance. Post insurance status on student checklist spreadsheet.
- (l) coordinating photos and data for outbound student ID cards, order from printer, and arrange pickup and delivery of ID cards to the Outbound Student Orientation camp.
- (m) coordinating outbound student hoodie order, arrange pickup and delivery of hoodies to the Outbound Student Orientation camp.
- (n) reviewing monthly reports. Maintain contact, if and when required, with outbound students. Bring concerns/problems to the attention of the District Chair, if deemed appropriate. Address problems/concerns in a timely manner
- (o) preparing and delivering Notice to Canadian and US consulates as required (see section C.08 sample)
- (p) creating a student/parent/YEO contact excel spreadsheet and put into Dropbox.
- (q) annually reviewing all sections of the Club and District manual related to area of responsibility and proposing revision as necessary
- (r) proposing new sections of the Club and District manual related to area of responsibility so as to assure adequate standardization, control and continuity of assigned youth exchange functions.

2020.06.24

## ***INBOUND PROGRAM:***

- (a) receiving long term exchange program student documents. Typically the Inbound Student folder would contain the complete application, passport, travel permission form, guarantee form, student use and release of collected personal data, all signed by all parties and received by certain established deadline dates from time to time. Promptly upload documents into online data base system. The required document contents of this folder may change from time to time. Advise District Chair of applications received. Send confirmation of receipt to sponsor districts for all documents when received.
- (b) ensuring all documents are complete, legible and correct, and that they are accompanied by any other required documents. Work with partners to rectify any omissions or errors. Return inbound students' applications from sponsor clubs for completion or corrections when necessary, and follow up to ensure that such documents are returned in a timely manner. Promptly, upon receipt, upload original documents into database system.
- (c) maintaining files for inbound students from foreign districts and countries for which they are responsible. Ensure all documents are signed by all parties and received by certain established deadline dates
- (d) advising the District Chair of any significant difficulties in obtaining complete and correct documentation for inbound students when necessary.
- (e) managing and reporting documentation status through a spreadsheet created to summarize specific data from the applications and specific movement of the documents through the process, for items such as: inbound student application documents, family contact data, location of documents out for signatures, insurance status, flight itineraries and other items. Post spreadsheet in Dropbox. Upload documents into data base system when complete.
- (f) processing all Guarantee Forms and Inbound students J-1's. Provide and complete SCRYE Certificates for a J-1 (DS-2019) for each inbound US students, as required by SCRYE. Return original Guarantee form to sponsor district by certified mail or courier after scanning signed document to student's electronic folder.
- (g) maintaining youth exchange program contacts in foreign districts/countries and exchange agreement details in online data base system; as well as, creating such lists and directories in Dropbox.
- (h) formally notifying inbound students and sponsor districts/countries of the host club in District 5080 to which each student has been assigned.
- (i) sending out welcome packages to sponsor districts and students in a timely manner
- (j) transmitting student assignments to the Insurance Coordinator, identifying those assignments where sponsor district will provide insurance. Post insurance status on students' checklist spreadsheet. Coordinating transmission of insurance package to the student and sponsor district, with Insurance Coordinator.
- (k) performing additional tasks as required to ensure entry of inbound students into Canada
- (l) ensuring all travel plans and documents for inbound students are processed in a timely manner and uploaded into online database system
- (m) in cooperation with the YEO's, ensuring all inbound students complete and return a signed copy of District 5080's "Inbound Student Agreement"
- (n) reviewing all monthly reports received from inbound students. Maintain contact, if and when required, with inbound students. Bring concerns/problems to the attention of the District Chair, if deemed appropriate. Address problems/concerns in a timely manner
- (o) maintaining routine communications to Clubs, YEO's, students, host families and sponsor districts as required.

2020.06.24

- (p) preparing Rotary District 5080 ID cards for all US and Canadian students, give to each student at the inbound orientation.
- (q) preparing and delivering Notice to Canadian and US consulates as required (see section C.08 sample)
- (r) annually reviewing all sections of the Club and District manual related to area of responsibility and proposing revision as necessary.
- (s) proposing new sections of the Club and District manual related to area of responsibility so as to assure adequate standardization, control and continuity of assigned youth exchange functions.

2020.06.24

## B.03 Vice Chair – Short Term Exchanges

Position: VICE CHAIR – Short Term Exchanges

### 1. General Statement

The Vice Chair – Short Term Exchanges is generally responsible to the Chair for coordinating all aspects of District 5080's Youth Exchange Program in relation to the short-term exchange, or proposed exchange, of students with specific foreign districts and countries.

### 2. Main Responsibilities

**The Vice Chair – Short Term Exchanges is specifically responsible for:**

- (a) developing and maintaining exchange relationships with short-term exchange coordinators or chairs in foreign countries;
- (b) providing the primary communication link between D-5080 and foreign districts on all matters involving D-5080 outbound students and matches;
- (c) coordinating and tracking documents required for outbound students and their matches, including applications, insurance policies, travel itineraries and tickets;
- (d) responding in a timely manner to all communications from foreign districts, or referring such communications to other members of the Committee if appropriate or necessary; and
- (e) working with the Chair to solve problems involving outbound students, families, sponsoring or hosting clubs, and matched or visiting students.

### 4. Other Responsibilities

Other responsibilities include, but are not limited to, the following:

- (a) annually updating the Short Term Exchange section of the D-5080 Youth Exchange Program Manual and short-term exchange brochures, and providing copies of this material to the Secretary of the Committee;
- (b) establishing an annual budget, one-price fees, and exchange dates and periods along with Committee and Chair
- (c) providing information and support to District 5080 Rotary clubs interested in sponsoring outbound short-term exchange students;
- (d) receiving outbound applications from sponsoring clubs and creating and maintaining files for each outbound short-term student in database
- (e) establishing and maintaining communication with students, families and sponsoring club YEOs;
- (f) providing information on outbound students to the Committee Chair and Insurance Coordinator;
- (g) negotiating matches with foreign coordinators or chairs based on our students' country preferences, gender and age;
- (h) notifying families and students when matches are proposed and when they are finalized;
- (i) planning and providing an outbound orientation session for students and families;
- (j) coordinating the travel itineraries of outbound students and monitoring the travel itineraries of visiting foreign students
- (k) providing a list of emergency contacts for both students and parents;
- (l) facilitating problem solving for students, parents and hosting clubs;
- (m) providing an annual report to the Committee; and
- (n) providing an annual financial report to the Committee's Treasurer.
- (o) Directing STEP applicants to submit payments to the Committee Treasurer

2020.06.24

## **B.04 Secretary**

Position: SECRETARY

### **1. General Statement**

The Secretary is responsible to the Chair and the Committee for generally maintaining District Youth Exchange Committee files and records other than:

- (a) Individual students' files maintained by the Vice Chairs
- (b) financial records; and
- (c) correspondence generated or received by the Chair or other members of the Committee.

### **2. Specific Responsibilities**

**The Secretary is specifically responsible for:**

- (a) recording and maintaining minutes of all Committee meetings
- (b) Administration and management of lists and directories of D-5080 club Youth Exchange Program representatives; specifically, YEO's and Youth Exchange Committee Members in Dropbox
- (c) under the direction of the Chair or the Committee, preparing draft Policy and Procedure Directives or other documents for consideration and approval of the Committee
- (d) carrying out such additional duties and responsibilities as may from time to time be assigned to the Secretary by the Chair or the Committee.
- (e) Acting as camp registrar and camp liaison for Outbound student and Inbound student camps

## B.05 Treasurer

Position:     TREASURER

### 1.     **General Statement**

The Treasurer is responsible to the Chair and the Committee for the overall financial activity of the Committee, and the preparation and maintenance of appropriate records of that activity.

### 2.     **Specific Responsibilities**

**The Treasurer is specifically responsible for:**

- (a)     preparing an annual budget in consultation with the Chair, for review and approval of the Committee prior to submission to the District Governor
- (b)     preparing financial reports from time to time at the request of the Chair or the Committee, for the information of Committee members
- (c)     preparing, and submitting to the Committee for its approval, an annual Financial Statement for the preceding Rotary year
- (d)     assisting the auditor appointed from time to time by the Committee for the purpose of examining the financial records and accounting practices of the Committee
- (e)     collecting and recording all Committee revenue, including payments of Outbound Students' fees, as due, through the year and at the Outbound Students' Orientation
- (f)     maintaining financial records, and accounts at such financial institutions as may from time to time be designated by the Committee
- (g)     examining and authorizing payment of invoices and Committee members expense claims, and issuing or authorizing cheques to cover those payments
- (h)     resolving disputes relating to the interpretation or application of Committee's Policy & Procedure Directive on "Travel and Other Expenses", or referring such disputes to the Chair when they cannot otherwise be resolved
- (i)     ensuring that Committee members complete such signature cards or other documents as are necessary from time to time, for the operation of the Committee's accounts in financial institutions
- (j)     making recommendations to the Committee with respect to Outbound Students' fees in advance of the start of each Rotary year; and
- (k)     recommending such changes in the Committee's financial policies or practices as he or she considers appropriate.
- (l)     Carrying out such additional duties and responsibilities as may from time to time be assigned by the Chair or the Committee

# **B.06 Reserved for Future Use**

Reserved for Future Use  
2020.06.24

# B.07 Youth Protection Officer

## Position - District Youth Protection Officer

### 1. General Statement

The Youth Protection Officer is responsible to the Chair for ensuring that all district clubs are in compliance with Rotary International and District Youth Protection Policy, and for ensuring that the students who participate in youth exchange activities are protected from abuse. The Youth Protection Officer is an advocate for the exchange students in D5080.

### 2. Specific Responsibilities

- (a) Ensure club youth exchange personnel are trained in youth protection.
- (b) Monitor best practices for youth protection and recommend changes to District policy where appropriate.
- (c) Direct concerns and allegations of abuse or neglect to the proper authorities.
- (d) Identify and recommend training for youth exchange personnel, both club and committee
- (e) Participate as a member of the District Youth Exchange Committee.
- (f) Establish guidelines to ensure that all those required to be trained have participated in training.
- (g) Conduct random audits of clubs to evaluate compliance with District policy and procedure. Identify opportunities to improve club programs and provide appropriate assistance to clubs.
- (h) Comply with all Rotary International policies and procedures governing reporting allegations of abuse and neglect.

### SKILLS REQUIRED:

Approachable with friendly manner  
Good listener  
Well organized  
Motivated  
Familiar with state, provincial, federal, and Rotary International youth protection policies

Youth Protection Officer  
2020.06.24