9620 Youth Exchange Committee

INDEX

 Main Committee Breakdown Page 2

 Main Committee Positions Breakdown Page 2

 District RYE Objectives & Overview Page 3

 Committee Positions Job Description

 Chairperson Page 4

 Secretary Page 5, 6 & 7

 Treasurer Page 8

 Training Coordinator Page 9

 Club/Public Relations Page 10 & 11

 Area/Country Co-ordinator Page 12

 Placement Co-Ordinator Page 13

9620 Youth Exchange Committee Positions

 Secretary

 Treasurer

 Training Coordinator

Chairperson Club/Public Relations

Area/Country Coordinator,

Placement

Main Committee Position Explained –

**Chairperson** – Insurance, Country Agreements, Relations with Overseas Districts

**Secretary** – (+2 Sub-Committee Members) - Document Management, Merchandise, Compliance, Youth Protection officer.

**Treasurer** – Acccounts – Inbound & Outbound

**Training Coordinator** – (+3 Sub-Committee Members) – Camps, Orientations, Tours

**Club/Public Relations** – (+3 Sub- Committee Members) – Club Relations, Data Base, Media/Facebook etc, Archives.

**Area/Country Coordinator**  – (+6 Sub-Committee Members -depending on area size and number of countries)

**Placement** – (+3 Sub-Committee) Inbound Placement, Outbound Placement (some aspects to be completed by Chair)

Rotex Liaison – to be looked at later

DISTRICT YOUTH EXCHANGE PROGRAM

*Objectives*

* Instilling international understanding and goodwill in students
* Creating positive change by empowering youth
* Making lasting connections for host clubs, host families, communities, and the students involved

*Committee Overview*

* Advocates a three-year limit on the length of service of any one chair. However, because of the specific knowledge and experience required to administer the Youth Exchange program, that limit is sometimes extended to allow time to properly train a successor.
* In consultation with the district governor, the chair appoints the district committee and defines specific responsibilities for each member.
* To ensure an extensive knowledge and to maximise participation from clubs across entire district –
	+ no more than 2 members of any 1 club be represented on the committee at any one time.
	+ members of the Committee MUST be a Rotarian/Rotaractor of the District.
	+ Committee will not include partners of Committee Members
* Enforce Protocols to protect Committee Members
* Program is implemented by districts, with local Rotarians making all exchange arrangements. Clear leadership roles, organized committees, and well-trained and qualified leaders at the district.
* Rotary districts administer the Youth Exchange program in collaboration with local Rotary clubs.
* Unlike many exchange programs, Rotary Youth Exchange is managed by volunteers, resulting in relatively low administrative costs and a strong support network of engaged Rotarians.
* Rotary’s youth protection policies and district Youth Exchange certification program ensure that the safety of our youth is the highest priority.

Job Descriptions

Chairperson -

- 3 year tenure (or at the discretion of the DG/DGE)

*Objective –*

To ensure that the Rotary Youth Exchange Program in District 9620 is managed efficiently and effectively, thus providing the best possible service to hosted and sponsored students and to Rotary Clubs in the District.

*Position Overview-*

On behalf of the District Governor, develop, oversee and coordinate all of the functions and activities of the long-term Youth Exchange Program in the District. This may involve liaison with Chairmen in other Districts and in exchanging countries, State and Federal Government departments and other exchange organisations to achieve a proactive and respected program.

*Specific Responsibilities:*

* Advice the District Governor persons interested/suitable to form the Youth Exchange Main Committee with a maximum of 6 persons on said Main Committee
* Convene, arrange and conduct meetings of the committee
* Report to the Youth Chair and subsequently to the District Governor on relevant issues, as required
* Promote the program publicly and through the network of Rotary Clubs
* Represent the committee at conferences and any relevant meetings which may be called
* Assist and support committee members and Rotary Clubs who may be experiencing difficulties with students or their parents
* Communicate where appropriate with Chairperson counterparts internationally –Country/District contracts and forming relationships.
* Communicate where appropriate with RYEA and Districts within Australia and with the office of Rotary International for exchange of information.
* Assist committee members to deal with, or where appropriate initiate, liaise and manage counselling and discipline of both inbound and outbound students whose behaviour has the potential to bring disrepute upon themselves, this District or Rotary International
* to discharge any other duties and responsibilities agreed to by the committee ie insurance

 Deputy Chairman - usually current Committee Member that’s assists Chair in the 3rd year with a view of becoming Chair in the following year.

Secretary –

(+ 3 Sub-Committee Members –) - Document Management, Merchandise, Compliance, Youth Protection Officer

*Objective:*

To provide a record of committee deliberations and decisions as required, and to provide the means and documentation required for the committee to carry out its business.

*Position Overview:*

The Committee Secretary minutes and distributes the business of meetings. The secretary also consolidates and centralizes the inventory of forms and documentation, with "just-in-time" purchase and maintenance of appropriate and relevant stock levels as required by committee members.

*Specific Responsibilities:*

* record, file and distribute minutes of each meeting of the Main Committee
* maintain the central register of all committee files, including student personal files
* establish and maintain an inventory of all letterheads. envelopes, forms and documentation used throughout the committee functions, arranging orders to maintain adequate stocks of those forms
* maintain a current register of Committee, student, counsellor and host family names and contact details,
* deal with any insurance claims which may be referred to the Committee for attention in partnership with the Chairperson
* receive and collate nominations for Outbounders from Clubs, and manage administer and coordinate applications in preparation for the selection weekend – ie forward to Placement Officer
* liaise with travel agents for Outbounder travel and collect departure and return dates
* summarize, collate, and distribute data from Outbounder’s application forms to Committee for selection weekend
* establish and maintain a history of club participation
* establish and maintain a history of country exchanges
* prepare the DETE annual report, the Rotary International annual report, and other reports as required
* to discharge any other duties and responsibilities agreed to upon request by the Main Committee
* Conduct sub-committee meetings with officers for Merchandising and Documentation.

Merchandising Officer

*Objective:*

To arrange and manage the purchase and sale of all merchandise, especially souvenirs for gift packs, but including measure, order and supply of goods especially purchased on behalf of and for sale to students.

*Con’t*

*Position Overview:*

The General Merchandising responsibilities are an important service to the students and their families, and provide a vital income stream to the Committee. The appropriate range and price of souvenirs and other merchandise enhances the Committee's reputation for professionalism.

*Specific Responsibilities:*

* purchase and display souvenirs and other goods for Outbounder’s gift packs
* arrange measure and order of clothing items
* arrange photographic services, detail, order and delivery of business cards and group photographs
* to discharge any other duties and responsibilities agreed to upon request by the committee

Document Management

*Objective:*

To assist Secretary as required.

*Position Overview:*

To assist with managing forms and letters required for each stage of the Exchange process.

*Specific Responsibilities:*

* maintain up to date register of all forms and letters used through all processes of the Youth Exchange Program.
* Update all forms and letters with latest requirements, changes in year, applicable personnel details as required by Rotary International, RYEA, Exchanging Countries, State and Federal Government departments in readiness for use.
* Assist Secretary as required.

Compliance Officer

*Objective*

 To ensure all clubs/host families and associated persons involved in the Exchange Program meets all Compliance requirements with regards to Dealing with Children.

*Position Overview*

 Rotary International has set out various policies that both Clubs and Districts must follow to remain certified to operate the Rotary Youth Exchange program. Forms have been adopted by Rotary Youth Exchange Australia to provide Club compliance

*Specific Responsibilities*

* Ensure D9620 fill all the requirements of the Compliance in order for the District can be Compliant by Rotary International Standards to run the Exchange process
* Issue and follow-up of Certification forms for Clubs involved in the Exchange Program
* Assist Club Relations/Public Relations Co-ordinator

Please note that District Compliance Officer can also assist with the Certification Process

Youth Protection Officer

*Objective*

To foster safe environments across the Youth Exchange program.

*Position Overview*

 This person should be familiar with relevant local and national laws. Be aware of and have access to RI policies. They generally would have had this position in their Rotary Club.

*Responsibilities:*

* Work with the district and clubs to inform all Rotarians of their obligations under both district policy and local laws.
* Review and maintain an archive of all screened volunteers, including applications, criminal background checks, and reference checks, in compliance with local laws.
* Advise the district Rotary Youth Exchange program committee about developments in youth protection-related educational and training programs.
* Maintaining youth protection policies and procedures for the Youth Exchange program.
* Keep record of committee members’ Blue Card, Volunteer Declaration, and Training courses completed.

Treasurer –

(Plus 1 Assistant)

*Objective:*

To efficiently maintain the financial business and records of the Committee, and to ensure that the Committee discharges its responsibilities in accordance with the relevant Act(s).

*Position Overview:*

The treasurer is required to receive, expend and record all approved financial transactions on behalf of the Committee. In addition, the incumbent must develop estimates of costs and likely expenditure (budget preparation) to assist in the determination of exchange fees. The Treasurer will be required to work in conjunction with the District Treasurer with regards to expenditure.

*Specific Responsibilities:*

* develop estimates of costs for the ensuing year and recommend fees and charges
* prepare Global Fee (OSHC and Orientation) remittance documentation ready for Area Co-ordinators and receive OSHC payments from inbound applicants, liaise with Government OSHC managers for payment
* prepare Global Fee, Orientation & Tours remittance documentation for Inbound and Outbound Students
* prepare and issue invoices, and where necessary, reminder notices, to cover charges determined by the Committee, and accept payment for those invoices and issue receipts
* record and promptly bank all monies received
* record and promptly prepare for payment all accounts rendered to the Committee
* forward all requests for payment with explanation to District Treasurer for verification and approval. Payments will be required to be authorized by 2 persons – Committee Treasurer and District Chair.
* maintain a complete. adequate and accurate set of books of account in accordance with standard bookkeeping practices
* prepare end of year (as at 30th June each year) statements with supportive documentation and present to the Committee, District Treasurer and appointed auditor as soon as possible after the end of each bookkeeping period
* provide information or returns which may be required under relevant Act(s)
* to discharge any other duties and responsibilities requested by the committee

Training Co-ordinator –

(+ 3 sub-committee members - Camps, Orientations, Tours)

*Objective:*

To arrange and co-ordinate all selection and orientation training activities and tours for both Inbounders and Outbounders

*Position Overview:*

With the assistance of Sub-Committee members, the Training Co-ordinator will arrange training programs for the District Selection weekend, and orientations in August, December and February and the Rebounder debriefing and Graduation Dinner also in February. These formal training activities will be supplemented by informal training and counselling activities, including attendance at international nights and District Conference and participation in the compulsory Sunshine Safari (December) tour.

*Specific Responsibilities:*

* facilitate Committee review of training program before each activity and prepare syllabus
* allocate Main & Sub-Committee members to training sessions
* arrange venue, support requirements and registrations
* co-ordinate all aspects of training weekends
* maintain up to date Training manual and training materials
* liaise with Rotex (Rebounders) for their involvement in District Youth Exchange activities (this will be reinstated in 2025)
* to discharge any other duties and responsibilities agreed to upon request by the committee

Tours Co-ordinator

*Objective:*

To arrange and co-ordinate the combined Inbound/Outbound compulsory December Safari and Inbound students’ tours.

*Position Overview:*

With the assistance of selected Committee members, the Tours Co-ordinator will arrange and co-ordinate all aspects of the Inbound Student’s tours (April/May) and compulsory Safari (December), ensuring their financial viability.

*Specific Responsibilities:*

* registration, travel, accommodation and specialist activities wherever necessary
* select/ask a suitable Main/Sub-Committee member/s to act as Chaperone/s and or Tour Leader. Preference will be given to members of the committee with seniority

**It is never to be assumed that a Rotarian on this Sub-Committee will automatically be eligible to act as Tour Leader/Chaperone.**

Club Relations/Public Relations Co-ordinator –

(+ 3 sub-committee members –+ 1 other - Club Relations, Data Base, Media/Facebook etc, Archives)

*Objective:*

To investigate, develop, prepare, maintain, and distribute all of the promotional and publicity material and resources necessary to support the Committee and Rotary Clubs in the District in the conduct of the Youth Exchange Program.

*Position Overview:*

The Committee member responsible for promoting and publicising the program is required to develop material suitable for use in all available media, and ensure that all participants have access to this material in a timely manner. Outbound student recruitment is primarily a responsibility of Rotary Clubs but the material used by them must be consistent with Rotary International (and District) criteria. The District Committee therefore sets the standards and provides common resources at an acceptable cost, and accepts responsibility for the broader casting of publicity and promotions.

*Specific Responsibilities:*

* prepare program promotion material and scripting information
* where possible, negotiate with printed and electronic media organisations for the broadcast of program promotion and publicity
* prepare and maintain static display material.
* organise delivery and staffing of material where requested ie visits to clubs
* develop and maintain Youth Exchange pages on the District's and Australian YEP Web Sites
* to prepare regular submissions for the District Governor’s Newsletter and “Rotary Down Under” which relate to the program and its activities.
* to discharge any other duties and responsibilities agreed to upon request by the committee

Data Base/Web/Facebook Officer

*Objective*

 To develop D9620 Web & Facebook pages.

*Position Overview*

To produce facebook and web pages that are inviting and informative. To develop and maintain a Database with all necessary information for reporting to State and Federal Governments, Rotary in Australia and Rotary International.

*Specific Responsibilities*

* To develop and maintain an informative and inviting Website with appropriate Links for easy access for students, families and clubs.
* To produce and maintain an informative and inviting Facebook page.
* To establish and maintain a database of information which can be used to access and report in a variety of formats, ie, by country, by club, by year etc. as required for reporting to State, Federal, Rotary Youth Exchange Australia & Rotary International
* Ensure all avenues of advertising are up to date.

Archivist

*Objective*

 To develop and Archive of past students of D9600 & D9630 for future reference in the event of information required for legal purposes.

*Specific Responsibilities*

* To develop and maintain a record of all past students (paperwork to be provided by the 2 past districts with relevant information as required for legal purposes.
* To establish and maintain a current database current students .

Area/Country Co-Ordinators (Outbounders and Inbounders)

(+6/7 Sub-Committee Members -depending on area size and number of countries)

*Objective:*

To act as District advisor for Inbound/Outbound Students during their exchange year.

*Position Overview:*

All routine communication between our District and our overseas exchange partners/Councellors and within our District to participating Rotary Clubs will be handled promptly and efficiently by, and under the signature of, the relevant Area/Country Co-Ordinator. Correspondence involving policy issues should be directed to the District Chairperson for action.

*Specific Responsibilities*:

* collect arrival dates/departure dates and inform Chairman and Airport Reception Officer for students
* Attend all Orientations to help build relationship with Student so as to be more approachable.
* With assistance of Training officer and Rotex (at a later date) specific training to Outbound Students with regards to Country selected requirements.
* Support Students/Clubs both emotionally and physically during exchange and regulate
* unacceptable behaviour patterns.
* Report to Committee any issues students/Clubs may encounter
* to discharge any other duties and responsibilities agreed to upon request by the committee

Please note that Area Co-Ordinators will be placed geographically depending upon number of students and club allocation. Sub Co-ordinators will also be trained to know and handle the differences in behaviour patterns of each Country.

Placement Co-Ordinator -

 (3 other Sub-Committee) Inbound Placement, Outbound Placement (some aspects to be completed by Chair)

*Objective:*

To co-ordinate both outbound and inbound student placements to and from allocated country groups (Eastern Europe, Western Europe, Asia, USA/Canada, and Southern Hemisphere Countries)

*Position Overview:*

To ensure completion of all paperwork as required by Rotary International, RYEA, State & Federal Governments with regards to Student’s exchange.

*Specific Responsibilities:*

* prepare recommendations to committee for numbers and exchanges each year
* receive applications from exchange countries via Chairperson/Secretary, collate and record data, and arrange host club placements
* receive and collate nominations for outbounders from clubs (initial application forms)
* allocate outbound application forms and other documentation for dispatch to overseas counterparts
* arrange preliminary acceptance/insurance: OSHC payment, district information, rules acceptance agreement
* prepare documentation for distribution to, and action by, inbound students
* prepare and distribute inbound papers and instructions to hosting clubs in anticipation of satisfactory return of preliminary acceptance etc. documentation
* prepare Global Fee (OSHC and Orientation) remittance documentation to dispatch (main documents prepared and payments received by Treasurer) and, liaise with Government OSHC managers, information and approvals required to complete Acceptance Advice documentation, collate completed club acceptance (Guarantee forms) and forward to respective countries.
* Confirm RI recommended insurance for Inbounders or payment for Australian Rotary Youth Exchange insurance before accepting Inbound students. (with assistance from District Chairperson)
* Update Database as required