



ROTARY DISTRICT 5680 JOB DESCRIPTION



POSITION: District Youth Exchange Chair

Role:

The District Youth Exchange Chair oversees all Youth Exchange activities within District 5020, ensuring compliance with Rotary International policies and effective program operations. This role appoints and leads the District Youth Exchange Committee, providing direction, mentorship, and oversight. The Chair reports to the District Governor and liaises with the District Governor Nominee.

Key Responsibilities:

Program Leadership & Compliance

- Organize and chair District Youth Exchange Committee meetings.
- Ensure adherence to the District Rotary Youth Exchange Manual and Rotary International policies.
- Submit required reports to Rotary International.
- Develop and implement program policies, training, and role descriptions for committee members.
- Oversee youth protection compliance, ensuring adherence to district and RI policies.

Event & Financial Oversight

- Develop an annual calendar of Youth Exchange events.
- Coordinate key events including training sessions, orientations, and trips.
- Appoint coordinators and chaperones for major Youth Exchange events.

Club & Student Support

- Serve as the primary liaison between clubs, students, and the district, addressing concerns and ensuring smooth operations.
- Establish guidelines for handling behavioral issues involving students and volunteers.
- Communicate regularly with the District Governor Team regarding program updates and concerns.

Training & Successorship

- Provide mentorship and training for incoming committee members.
- Work with the District Governor Team to identify and train potential successors.
- Complete the online training in the Rotary Learning Center

Qualifications:

- Strong organizational, leadership, and communication skills.
- Familiarity with youth protection laws and Rotary policies.
- Competence in technology platforms.
- Active Rotarian in good standing.

Term of Office:

Three-year term, renewable annually with DG, DGE, and DGN approval.