

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	4
B.04 Secretary	5
B.05 Treasurer	6
B.06 Reserved for Future Use	7
B.07 Youth Protection Officer.....	8
B.08 Inbound and Outbound Program Administrator	9

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) chairing all meetings of the Committee, 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.

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 co-ordinating 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.

3. Other Responsibilities

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

- (a) receiving inbound student applications from foreign districts or countries, and providing the Committee Secretary with a copy of the front page of each application as it is received;
- (b) maintaining files for inbound and outbound students to and from the foreign districts and countries for which they are responsible;
- (c) ensuring that all inbound students complete and return a signed copy of District 5080's "Inbound Student Agreement";
- (d) formally notifying sponsor clubs and outbound students of the country to which each student has been assigned;
- (e) formally notifying inbound students and sponsor districts/countries of the host club in District 5080 to which each student has been assigned;
- (f) maintaining contact, if and when required, with both inbound and outbound students to and from the districts or countries for which they are responsible;
- (g) co-ordinating with District 5080's travel agency to ensure that travel plans and documents for outbound students are prepared and processed correctly and in a timely manner;
- (h) reviewing all reports received from outbound students, and forwarding a copy to the Chair where there are issues or concerns that he or she should be made aware of;
- (i) annually reviewing all sections of the Club and District manual related to area of responsibility and proposing revision as necessary; and
- (j) 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.

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;
- (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;
- (e) establishing and maintaining communication with students, families and sponsoring club YEOs;
- (f) providing information on outbound students to the Committee's Secretary 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) arranging for one or more chaperones to travel with District 5080 outbound students who participate in the District's group travel package;
- (l) providing a list of emergency contacts for both students and parents;
- (m) facilitating problem solving for students, parents and hosting clubs;
- (n) providing an annual report to the Committee; and
- (o) providing an annual financial report to the Committee's Treasurer.

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) preparing agendas and material to be dealt with at Committee meetings;
- (b) recording and maintaining minutes of all Committee meetings;
- (c) maintaining lists and directories of D-5080 club Youth Exchange Program representatives, Youth Exchange Program contacts in foreign districts/countries, current Inbound and Outbound Exchange Students, etc. and providing copies of such lists and directories to the Chair for such distribution to Committee members as he or she considers appropriate;
- (d) communicating with Committee members to provide or gather required information;
- (e) making recommendations to the Chair and the Committee on procedures to improve communications or the administrative functions of the Committee;
- (f) 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;
- (g) receiving all outbound students' applications from sponsor clubs or applicants, and ensuring that applications are complete and correct, and that they are accompanied by any other required documents (e.g. Financial Agreements, Country Preference Forms, etc.);
- (h) receiving payments of administration fees by outbound students, depositing such fees in an account established for that purpose, and regularly advising the Treasurer of fees received;
- (i) when necessary, requesting the assistance of club YEO's in ensuring that outbound students' applications are submitted within the time limits set by the Committee, or in obtaining corrected or additional documents from sponsor clubs;
- (j) returning outbound students' applications to sponsor clubs for completion or corrections when necessary, and following up to ensure that such documents are returned in a timely manner;
- (k) advising the Chair of any significant difficulties in obtaining complete and correct documentation for outbound students from sponsor clubs when it appears appropriate to do so; and
- (l) carrying out such additional duties and responsibilities as may from time to time be assigned to the Secretary by the Chair or the Committee.

Secretary
2012.03.31

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 due on January 1st each 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 can not 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.

Treasurer
2012.03.31

B.06 Reserved for Future Use

Reserved for Future Use
2013.05.12

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

Ensure club youth exchange personnel are trained in youth protection.

Monitor best practices for youth protection and recommend changes to District policy where appropriate.

Direct concerns and allegations of abuse or neglect to the proper authorities.

Identify and recommend training for youth exchange personnel, both club and committee

Participate as a member of the District Youth Exchange Committee.

Establish guidelines to ensure that all those required to be trained have participated in training.

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.

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
2012.08.03

B.08 Inbound and Outbound Program Administrator

Position – Inbound and Outbound Program Administrator

General Statement

The Program Administrator provides administrative support to the Youth Exchange Committee in organizing and controlling the movement of original documents and related correspondence that support the long term inbound and outbound youth exchange program for District 5080. The Program Administrator is under the day to day supervision of the Youth Exchange Committee Treasurer and the general direction of the Vice Chairs-Outbound and Inbound Coordinators and provides other administrative support to the Youth Exchange Committee Chair, Vice Chairs and Secretary as requested.

The establishment of this position will enable the YEC to maintain a single, central and permanent address for the delivery of original documents related to the long term program, rather than revolving multiple addresses in Canada and the USA for these valuable items. This address is expected to be a Post Office Box centrally located in Spokane, WA. There are many benefits to a central single permanent address to exchange partners, for documentation of the program, and in support of general streamlining of the program administration. A permanent address simplifies and increases timeliness of communications with exchange partners.

Specific Responsibilities – Outbound Program

1. Receive Long Term Exchange Program documents and program fee payments per a detailed schedule established by the Outbound Coordinator. Promptly upon receipt, original documents are scanned into the YEC online storage system, payments are forwarded to the YEC Treasurer and originals of documents are maintained as directed by the Outbound Coordinator. Typically, the final Inbound Student electronic folder would include the application, financial agreement, country preference, travel permission, birth certificate, passport and guarantee form, all signed by all parties and received by certain established deadline dates. The required document contents of this folder may change from time to time, as directed by the Outbound Coordinator.
2. Manage the contents of this folder and the flow of the original documents, review the documents for completion and legibility, and work with club youth exchange officers and/or parents and students from time to time to resolve any issues and obtain missing or incomplete documents.
3. Manage and report documentation status through a spreadsheet created to summarize specific data from the applications and specific movement of the documents through the process, as outlined by the Outbound Coordinator, for items such as: student country preferences, outbound student family contact data, 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 on the online data system. Update spreadsheet as information changes, report periodically to the Outbound Coordinator. Take action to obtain missing information, including contacting the Outbound Coordinator for assistance as needed.
4. Track and receive installment payments and forward to Treasurer. Alert the Treasurer and Outbound Coordinator of past due payments. Note: Eric points out that after the initial payment, all subsequent payments are directly managed by the Treasurer. I agree that we should maintain that practice.
5. After students are assigned to host districts, transmit applications to host districts as directed by Outbound Coordinator. Verify receipt by host districts and take action to resolve any issues.
6. Transmit student assignments to the Insurance Coordinator, identifying those assignments where host district will provide insurance. Post insurance status on student checklist spreadsheet. Alert Outbound Coordinator of issues. Note: Eric points out that it can be a complicated issue, best left to the Outbound Coordinator working directly with the Insurance Coordinator. I agree
7. Transmit student assignments to the travel agent, providing feedback to Outbound Coordinator of any issues noted by travel agent.
8. Issue routine communications to YEO's, students and parents, immigration coordinator, travel agent, host districts as requested by Outbound Coordinator. On reflection, not a good idea, as it just adds a step in the communications process.
9. Receive fully executed Guarantee Forms from host districts. Confirm completeness of signatures, scan to online data system and send originals to travel agent and a copy to Outbound Coordinator.
10. Receive student documentation packages from host districts. Post on online data system and distribute originals to travel agent or students/parents as appropriate. Send confirmation of receipt to host districts for all documents when received.

11. Send confirmation of receipt to host districts for all documents when received.

Specific Responsibilities – Inbound Program

1. Receive Long Term Exchange Program documents and program fee payments per a detailed schedule established by the Inbound Coordinator. Promptly upon receipt, original documents are scanned into the YEC online storage system, payments are forwarded to the YEC Treasurer and originals of documents are maintained as directed by the Inbound Coordinator. Typically, the final Inbound Student electronic folder would include the [Inbound Student Agreement, Inbound Student Travel Permission, host district package, student Application, birth certificate, passport, Guarantee 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, as directed by the Inbound Coordinator.
2. Manage the contents of this folder and the flow of the original documents, review the documents for completion and legibility, and work with club youth exchange officers and/or parents and students from time to time to resolve any issues and obtain missing or incomplete documents. and alert Inbound Coordinator or missing or incomplete documents.
3. Manage and report documentation status through a spreadsheet created to summarize specific data from the applications and specific movement of the documents through the process, as outlined by the Inbound Coordinator, for items such as: inbound student family contact data, [location of documents out for signatures, insurance status, receipt of sponsor district packages and other items]. Post spreadsheet on the online data system. Update spreadsheet as information changes, report periodically to the Inbound Coordinator. Take action to obtain missing information, including contacting the Inbound Coordinator for assistance as needed.
4. Track and required payments and forward to Treasurer. Alert the Treasurer and Inbound Coordinator of past due payments.
5. After students are assigned to clubs and host families, transmit information completed Guarantee Form to sponsor districts as directed by Inbound Coordinator. Verify receipt by sponsor districts and take action to resolve any issues.
6. Transmit student assignments to the Insurance Coordinator, identifying those assignments where sponsor district will provide insurance. Post insurance status on student checklist spreadsheet. Alert Inbound Coordinator of issues.
7. Issue routine communications to Clubs, YEO's, students, host families and sponsor districts as requested by Inbound Coordinator.
8. Receive Guarantee Forms from sponsor districts, forward to host Club YEO for signatures completion, to YEC Chair for signature, return original to sponsor district by certified mail or courier after scanning signed document to student's electronic folder. Monitor status and report delays to Inbound Coordinator.
9. Receive student documentation packages from sponsor districts. Post on online data system and distribute originals to students/parents as appropriate. Send confirmation of receipt to sponsor districts for all documents when received.
10. Assist Inbound Coordinator in transmitting the inbound student information packages to sponsor districts. Receive completed forms from students and post to online data system. Alert Inbound Coordinator of missing or incomplete forms.

Skills Required

- Working knowledge of scanning and organizing documents utilizing online data storage systems such as Dropbox and Google Docs
- Ability to create and update basic Excel spreadsheets
- Well organized and detail oriented
- Ability to manage a flexible work load
- Ability to promptly respond and act decisively on correspondence, tasks and requests
- Good verbal and written communications, through emails and other correspondence
- Persistent in follow up activities, ability to be politely demanding
- Ability to communicate accurately and respectfully with overseas host districts
- Ability to quickly develop a working knowledge of the inbound and outbound processes used in youth exchange