

YE Chair Specific Responsibilities

Overview:

Responsible for planning, implementation and support of all activities involving hosting an inbound Rotary exchange student, and sponsoring an outbound student

Specific Duties and Responsibilities:

1. Attend the district Youth Exchange Officer Inbound and outbound orientation meetings.
2. Encourage and arrange attendance of Committee member's attendance at District YE events.
3. Recruit and vet Club YE Committee members for the coming Rotary year.
4. Enter data for new inbound students onto the YEAH database.
5. Preside over the Inbound Student's Club Orientation
6. Perform arrival checks and procedures for newly arrived inbounds.
7. Responsibility for overseeing District Student Travel Policy & Procedure.
8. Establish what is going to be expected of the inbound student by the club, and communicate this to the Student before student's arrival.
9. Verify with the incoming Student, their arrival date, destination Airport (not port of entry), flight number, and time.
10. Ensure the attendance of the student at all mandatory functions such as orientation or District conference.
11. Meet with entire Club committee on a monthly basis, and write / distribute meeting agendas and minutes.
12. Submission of budget for the upcoming year to the Club Youth Service Director.
13. Replace yourself and/or committee members as need arises.
14. Instruct and support new YEO at end of term (3 year)
15. Formulate Committee Member Responsibilities and Monthly Timelines for committee activities.
16. Edit Committee Member Responsibilities and Monthly timelines to reflect new policy.
17. Monitor progress monthly of all committee members as per tasks on their Timelines
18. Immediate notification to District Youth Exchange Chairman of any problems regarding student.
19. Present Certification & Commitment form to Club President for signature.
20. Implement district 5060's *Youth Protection Policy* within the YE committee, club, and any other adults having extensive contact with the student.
21. Notify Rotary and Dept of State of the arrival of new inbounds through the YEAH Database.
22. Prepare Student ID Card and present to student at their Student Club Orientation.
23. Submit a **Early Return Form** to the District Chair for any inbound or outbound student whose exchange has been terminated early.
24. Collect expense vouchers from committee members and submit to Club treasurer for reimbursement at the end of the year.
25. Alert YEAH administrator of departing Student's exchange termination at end of stay.

