

# YE Chair Transition Plan

## Overview of Chair responsibilities:

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

## **Recruiting:**

### Candidate Prerequisites:

Stable personal and occupational circumstances

Minimum of 12 hrs / month time commitment in fulfilling duties as per the Committee Chairperson's Specific Responsibilities document.

Genuine Interest in the YE Program.

Able to support a 3year commitment as Chairman

Desk top Computer skills

Organized File system

Word

Printer

Scanner

Ability to recruit, train, organize, and inspire, qualified committee members, and to replace members when necessary.

Good delegation aptitude

Good communication Skills

Able to attend weekend training in Canada Twice per year.

### Recruitment Process:

Consider existing YE committee members potential using same criteria as above.

OR

Recruiting from Club membership, using same criteria as above.

## **Transition Process :**

- One year intensive effort of Chair Elect in shadowing Chair.
- Evaluate exiting Committee members, making any necessary changes

Retraining

Replacement