

**Rotary District 5160 Youth Exchange**

**Club Youth Exchange Officer Roles & Responsibilities**

**Rev 2.0 August 2014**

**Roles:**

* The Youth Exchange Officer is a Rotary Club leadership role with a vision longer than a single exchange year.
* Working with volunteers from the Interact, Roteract, and Rotex groups or clubs as appropriate, the YEO participates with the local Rotary Club Board to plan exchange activities for current and future years.
* The YEO may have a planning role even in a year without an exchange student.
* The YEO coordinates exchange program activities with the District Youth Exchange Committee.
* The YEO position lasts a minimum of one year, but since an outbound planning cycle lasts more than a year, a two to three year position is more effective. It is also helpful to participate in and observe the District Exchange program for one year before assuming the duties of the YEO.
* The YEO can also be a Counselor, and several of the YEO and Counselor duties overlap and can be done by either role.
* Assist and direct the Youth Exchange Committee efforts to recruit, screen, interview, and select volunteers involved with the Youth Exchange program.

**Responsibilities:**

* Complete all required paperwork for YEO and maintain current paperwork and training, including the ability to use the WESSEX system if needed.
* Promote Rotary Youth Exchange to recruit Outbound students for future exchange years.
* Recruit a Counselor for the Exchange year.
* Together with the Counselor, recruit three Host Families. Help them complete all required paperwork and training.
* The year before the exchange year, confirm that the local high school has a space reserved for the Inbound student for the next year.

**Program Year Activities:**

**Notes:** (1) This list is provided as an example of ideas, suggestions, and best practices for a YEO, organized by the program year. Not all these actions are required. (2) This list assumes that the club plans to have both an Inbound and Outbound student during the same program year.

* Complete all required paperwork for YEO and maintain current paperwork and training, including the ability to use the WESSEX system well enough to train a new Counselor.
* Establish a Youth Exchange Committee within the local Club that contains the following: YEO, Counselor, and preferably one other member (Interact or ROTEX members are obvious sources); it is also preferable to have one member of each gender.
* Promote Rotary Youth Exchange to recruit Outbound students for future exchange years. **Key Task**
* Recruit a Counselor for the Exchange year that is the same sex as the Inbound student (recommended but not required). Help them complete all required paperwork and training, including training in WESSEX. **Key Task**
* Together with the Counselor, recruit three Host Families. Help them complete all required paperwork and training.
* The year before the exchange year, confirm that the local high school has a space reserved for the Inbound student for the next year. Meet both the principal and the counselor for the student. Make sure that the principal knows that they will be signing the guarantee form. **Key Task**
* Complete the guarantee form for the inbound student, including obtaining the club president signature.
* When the inbound student arrives, flag their arrival in WESSEX within 36 hours of arrival (same task is in the Counselor role).
* Assist the Counselor as needed to ensure success of both the Counselor and the exchange student.
* Participate in the interviewing, screening, and selection of all outbound students your club will be sponsoring.