

# **District 5M-2 Cabinet Position Description**

## **Youth Exchange Chairperson**

### ***Qualifications***

Lion with a dedicated interest in the Youth Exchange program, who has excellent communication skills and the willingness to spend the time needed to promote the program and work with students and families interested in either the outgoing program or hosting an incoming student.

### ***Responsibilities***

- Promote Youth Exchange program in District 5M2 through club visits, attendance at Region and Zone meetings and Mid Winter Convention.
- Work with the Multiple District chairperson and serves on the Multiple District YE committee.
- Visit lions and lioness clubs and conducts Youth Exchange programs, as requested.
- Attend a workshop held by the MD5M chairperson to review the duties, obligations and responsibilities of the position and to discuss the upcoming year's student placement.
- Work with the MD5M YE Chair on all outgoing applications.
- Work with the MD5M YE Chair on placing incoming students for the summer program.
- Travel within the local district to interview and explain the program to interested families.
- Work with local Lions Clubs to verify the appropriateness of the placement.
- Request from the District Treasure and distribute any available scholarship monies to approved incoming students (for camp scholarships) and outgoing youth.
- Attend 4 District Cabinet meetings – August, October, February (at Mid Winter) and May – and submit a written report to the Cabinet Secretary in advance of the meeting.
- Give a brief presentation at the Fall Region Meetings and/or provide a table display as appropriate
- Attend Region and Zone meetings (optional)

### ***Expenses***

- YE funds are available for the scholarships and promotion within the district that is not covered by the Multiple District.
- Some other expenses may be covered in the District budget, subject to Rules of Audit.
- Remainder of expenses is out of pocket i.e. Zone and Region meeting attendance.