

The Registrar is a District Youth Exchange Officer who is tasked with collating the records of all exchange students in the multidistrict, whether Inbound or Outbound, thereby enabling the Association to comply with the requirements of RI and RIBI for all records to be kept. This includes records of all adults who were involved with the exchanges at the time.

Annually the Registrar:

collates exchange data in order to provide a measure of our effectiveness and enable accounting of fees and commission; also to retain new ROTEX contact information for the benefit of the Association and for the RIBI Membership & Development Committee Database.

The Registrar

(1) obtains data on Registrations of Interest and the districts involved from the Webmaster and Programme Coordinators.

(2) processes the data to indicate the activity per district across the programmes throughout the year and reports to Committee meetings and to the AGM.

(3) communicates with District Youth Exchange Officers:

(a) over Inbound Students - to determine the number of Inbound students on each programme that each district has had in the Rotary year; to monitor compliance by districts in returning Inbound Guarantee forms to RI by June each year and in completing the Annual Survey in November.

(b) over Outbound Students – regularly up to the end of July - to check which students on the ROI lists have had effective exchanges and to find out if there are any other students who have been on exchange but who did not register.

This information is passed to the Treasurer so as to check the payment of administration fees. It is also used to compare the numbers of ROIs v exchanges per programme per district for evaluation purposes.

(c) over the Annual Certification Renewal form – advises incoming DYEOs ahead of the arrival of the documentation from RI as to what is involved and monitors the District responses.

(4) maintains an accumulating record of ROTEX and supplies a spreadsheet of their contact details to RIBI Membership & Development Committee for their database.