

Although the District Youth Exchange Officer and the YEO team carry the responsibility for overall organisation there is significant input from other members of the District Governor's Team in order to sustain the programme. Continuity is important as the arrangements are typically put in place in one Rotary year and the actual exchange follows in the next so the responsibility shifts from one team to the next.

All members of the District Executive should be aware of the *RI Certification Renewal Document and Form*, a copy of which is in *PM1: Miscellaneous Publications*. Their significance is detailed in to the whole section in *CP Compliance and Procedure*.

Summary of Roles and Responsibilities

The District Governor

The DG bears ultimate responsibility for all inbound Exchanges in District in her/his year of office. S/he is responsible for ensuring that Clubs are aware of the rules governing Certification for Youth Exchange and that they comply with them.

The District Governor Elect

The DGE needs to be aware of exchanges being planned for his/her year in particular where inbound students will be concerned as they will become his ultimate responsibility. There may be Long Term students returning at the beginning of her/his year and they may considered as potential speakers at her/his District Conference.

In the May immediately prior to taking office the DGE and the DYEO each receive the RI Certification Renewal form from RI and between them they sign a copy of this and return it electronically to Evanston.

The District Governor Nominee

The DGN will be aware of the activities of the YE programme through chairmanship of District Services Committee. In some districts the DGN sits on the District Youth Exchange Committee.

Assistant Governors

The AGs are well placed to overcome geographical and logistical communication between the DYEO and the different parts of a wide spread district and are especially valuable if the DYEO does not have a strong team to do this instead.

AGs can provide a platform for their DYEO to inform clubs about Youth Exchange by inviting him/her to their Area meetings. Their ability to encourage clubs to participate in Youth Exchange programmes will carry weight. Also their local knowledge enables them to advise the DYEO on suitable sponsor or host clubs or potentially interested Rotarians to join the YE team.

AGs' awareness of club projects in their Area is extremely significant in that in they are in the position to identify so called 'back door' exchanges – exchanges which clubs arrange involving international students without reference to the DYEO – and to advise the clubs concerned about the proper course of action. (*CP3: Certification beyond Youth Exchange? Advice from RI*)