

# Youth Exchange Committee Chaperone

## POSITION STATEMENT

### Responsibilities

The occupant of this position will be responsible to the Youth & Community Projects National Coordinator for:

- The safety and wellbeing of exchangees placed into their care, during overseas travel, at airports and during stopovers.
- The supervision, guidance, assistance and protection of exchangees, to the best of their ability, bearing in mind chaperones cannot be held responsible for problems that may occur outside their specific area of responsibility.
- Making themselves readily available at all times to:
  - exchangees placed into their care;
  - parents and guardians of the exchangees in Australia;
  - Program Coordinators involved with the exchangees;
- Ensuring the acceptable behaviour of exchangees placed into their care.
- Engaging with officials and service providers at airports and other venues to resolve issues that may arise during travel and stopovers.
- Ensuring the validity of their passports;
- Ensuring they have appropriate visas.
- Meeting all personal travel and accommodation costs outside those covered by MD201 Policy Minutes.
- Insurance cover for Chaperone and partner as approved by MD 201 Council

### Duties

- Indemnify the Multiple District Council of Distinct Governors, the Multiple Distinct Youth Exchange Committee and the International Association of Lions Clubs against claims for expenditure, or accounts, not authorised by the Youth Exchange Committee Chairman, such authorisation to be provided in writing.
- Ensure full comprehension of Youth Exchange Committee's published "Guidelines for Chaperones"
- Provide the services detailed in Guidelines for Chaperones, to Lions Youth Exchangees on their overseas travel and approved stopovers.
- Ensure that Working with Children Checks (WWCC) for chaperones and partners are current.
- Provide a complete travel itinerary for the journey to be undertaken in sufficient time that it can be circulated Program Coordinators.

#### Note:

The itinerary must contain dates, host families or accommodation addresses and contact details.

- Provide an introductory letter and photo to exchangees being placed in the care of the chaperone.
- Coordinate chaperone & partner travel & insurance arrangements with relevant Program Coordinators.

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Note:

Any personal travel arrangements must not interfere with chaperoning duties.

Chaperones must be aware that they may be required to pay for some hotel accommodation as home hosting is not always available with other country Youth Exchange Chairs/Coordinators or are on private tours. Meals, laundry, tourism travel costs and spending money are, of course the responsibility of the chaperone.

- Attend and contribute to pre-departure briefings if travelling out with the youth.
- Wear an approved MD201 Youth Exchange Uniform
- Carry all information relating to the exchange program Stopover, including:
  - Complete lists of exchangees in care;
  - Details of host families;
  - Exchangees passport and Visa details;
  - Flight Itinerary details and travel arrangements as provided by Program Coordinators and Travel Agents;
  - Accommodation, Transfer and Attraction vouchers;
  - Host country youth exchange contact details;
  - Australian Youth Exchange Committee contact details;
- Liaise with the Australian Program Coordinators to manage any problems or incompatibilities relating to exchanges.

Note:

At no time may chaperones make alternative arrangements for exchangees in the care of host country Lions.

- Ensure personal compliance with published luggage restrictions.

Note:

Chaperones will be responsible for meeting their own excess baggage cost.

- Speak (where possible) at Lions club functions overseas and be prepared to answer questions on Australia.
- Submit a written report to the MD Youth Exchange Committee Chairman with details of the exchange and any problems which may have arose; a report on any meetings attended and a general overview of the whole period of duty. This should include details of official duties and travel program but not be a personal travel diary. A copy of this report is to be sent to the Program Coordinator, Committee Secretary and your District Governor.
- Advise exchangees to submit any necessary insurance claims that they may have as immediately after returning home as possible.

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# PERSON PROFILE

MD201 Chaperones should possess the following, experience, skills and personal attributes.

## Experience

- A good knowledge of Lions Clubs International Youth Exchange Programs.
- A demonstrated interest in youth projects.
- Experience in managing large groups of young people.
- An understanding of overseas Lions youth exchange organisations and how they interface with Australia.
- Have a good understanding of the role of MD201 Youth Exchange Program Coordinators.
- A sound knowledge of overseas travel arrangements.

## Skills

- Good written and communication skills, including an ability to communicate with overseas youth exchange people and produce well-constructed written reports.
- Must have working mobile telephone and internet data coverage
- Have reasonable social media skills.
- The ability to prepare and give presentations to youths and overseas Lions Clubs.
- The ability to work effectively in high stress situations.
- The ability to establish and maintain sensible behavioural boundaries by young people.

## Personal Attributes

- Member of a Lions Club in good standing within the Multiple District 201
- Recognised leadership qualities with high personal integrity.
- Hold a current a Working with Children Check Clearance.
- Possess a good humoured, friendly and confident personality that will be respected by young people and put them at ease.

**Please note that all nominations to serve on Youth Committees at Multiple District level must be accompanied by a current police clearance.**

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