**Application for Chair for RYLA or Young RYLA**

**Congratulations!**

After experiencing RYLA or Young RYLA as a Senior Counselor, the board is excited that you are considering the next step, becoming Chair. Acting as Chair of RYLA or Young RYLA is a wonderful experience that does require dedication, but is extremely rewarding.

Please read through the application below to get a better idea of how the process works and what is expected of the Chairs of these conferences. If you have any questions, please feel free to contact xxxxxxxxx, the nominating committee.

**Process:**

1) Complete the application below. The deadline for applications is September 15th of the year you will be Chair Elect.

2) The application will be reviewed by the nominating committee (consisting of 3 past Chairs).

\* It is your choice if you would like to be publicly named as the Chair Elect prior to the conference or afterwards.

3) As the Chair-Elect, ***you will still have a team (and/or be a staff member) and participate in RYLA or Young RYLA***. In addition, you are asked to observe the Chair and participate in planning meetings along with the Chair to better prepare you.

\*Please note, in the past there have been issues with second year JCs showing off and sucking up to the Chair-Elect. Should this occur please work with the current Chair to discourage that behavior.

4) After the RYLA and Young RYLA conferences, the board will vote to officially accept you as the Chair of the following year.

**Requirements:**

- Accepted as an SC at the conference you are applying for this summer

- Good communication skills and the ability to motivate and support youth leaders

- Interest in the future of Rocky Mountain RYLA and Young RYLA!

**Preferred:**

- That you have been an SC at the conference you are applying for last year

Please review the roles and responsibilities for the Chairs of RYLA and Young RYLA on the following pages prior to completing the application.

**Instructions: Answer each of the questions below in a short paragraph.**

1) Why would you like to be Chair?

2) What is your vision for the conference?

3) Do you believe you have the time availability?

4) Describe your leadership style.

5) Briefly describe examples in which you have demonstrated: working with deadlines,, effective recruitment or training of individuals or a team, and flexibility under stress.

I have read the roles and responsibilities and I am fully committed to completing the objectives.

Circle One Yes No­­­­­­­­­­

**YRYLA and RYLA Chair job description**

**Overall**

* Demonstrate positive leadership and management of self and others, especially active listening skills, teambuilding, and conflict resolution strategies.
* Collaborate with the RMRYLA board and all board committees.
* Adhere to the RMRYLA mission and objectives.
* Apply Rotary values to the conference, including the 4 Way Test and Service Above Self.

**Counselor Team**

* Select the head junior counselors (with input from other counselors and the board)
	+ - * Ratified by the board
* Support Head JCs as they manage, organize, and direct conference activities.
* Select the SC team and counselor staff, with the approval of the board, based on agreed upon qualifications.
* Assist in selection of the JC team.
* Pair JCs and SCs in collaboration with the Head JCs.
* Develop a selection process for junior counselors/senior counselors and counselor staff, work with RYLA staff in selecting counselors.

**Financial**

* Adhere to the budget set forth by the board.
* Communicate with the appropriate individuals for supplies needed, and arrange for transportation.

**RMRYLA Board**

* Attend quarterly RMRYLA board meetings, prepare reports ahead of time.
* Report monthly to the executive committee on the assigned duties.

**Planning the Conference**

* Refine/confirm the conference program and invite speakers, along with the head JCs.
	+ - * Have all speakers confirmed before the conference.
			* Work with a program committee.
* Analyze survey results from the prior conference.
	+ - * Report to the board what changes are going to be made based on the survey results.
* Prepare/direct training with head JCs.
	+ - * Work with a program/training committee.
* Support staff and counselors before and during the conference with any questions/concerns/issues that may arise.

**During the Conference**

* Act as the emergency contact and first point of reference during the week of the conference for all staff, parents, Rotarians, speakers, and facilitators.
* Direct daily counselor meetings during the conference.
* Responsible for all medical and emergency contact information for all conferees.

**After the Conference**

* Be available to assist the subsequent chair in his/her responsibilities.
* The Chair typically serves as chair for one conference.
	+ - * Under special circumstances, the Board may elect a chair for two years in a row.
* Assist in directing the debrief meeting, to take place 1-2 weeks after the conference.
	+ - * Collaborate with the Head JCs to plan and direct debrief.
* After debrief, update the Chair timeline and materials for the next Chair.
* Optional: serve on the program committee (or other such committee) after having served as Chair.