

**ROTARY YOUTH
LEADERSHIP AWARDS**

DISTRICTS

5440

&

5450

AN OPERATIONS AND PROCEDURES MANUAL

- CHAIRMAN -** The Chairman serves as the representative of the District Governor's of Districts 5450 and 5440 to chair the joint district Rotary Youth Leadership Award committee. The Chairman shall be rotated each year so that each district has equal representation.
- VICE-CHAIRMAN-** The Vice-Chairman shall be appointed from the opposite district of the chairman and is to be considered the Chairman Elect. The duty of the vice-chairman is to assist the chairman during the planning and during the conference. The vice-chairman shall also take on the duties of the chairman should the chairman not be able to perform the duties of the chair, either temporarily or permanently if required.
- SECRETARY -** The secretary shall record and maintain the minutes of all meetings. The secretary shall also send notices of meetings or other events, including the date, time and locations of the event.
- TREASURER -** The treasurer shall record and maintain the records of income and outlay of the RYLA Conference and all costs during the year. The treasurer shall establish and maintain a checking account for the RYLA Committee to pay and discharge all debts as approved by the Committee. The treasurer may also establish a savings or money market type account for excess monies not currently being used.
- QUARTERMASTER-** The quartermaster shall be the purchaser and keeper of all paraphernalia for the RYLA Committee and Conference. The quartermaster may delegate the purchase of any item or items to another member of the RYLA Committee who wishes to volunteer such assistance. The quartermaster may delegate the storage of items to another member of the RYLA Committee who wishes to volunteer such assistance.
- REGISTRAR -** The Registrar shall handle all correspondence with the clubs for student scholarship fee's and appointments. The registrar may require an assistant or two as this is a large job. The registrar shall collect all fee's, all applications and appointments by the clubs, health and parental release for each conferee and handle all correspondence with the clubs and conferees, including confirmations of acceptance.
- COUNSELOR DIRECTOR -** The Counselor Director shall advertise for and accept applications for counselors each group. The counselor director may have an assistant to handle the applications for junior counselors. A counselor and junior counselor team should be established for each group of conferees.
- PROGRAM DIRECTOR-** The Program Director shall arrange for all speakers and set up the program times for the upcoming RYLA Conference. The program director may be assisted by as many committee members as needed or who wish to volunteer services.
- ACTIVITIES DIRECTOR -** The Activities Director shall determine the activities of the teams. There should be physical activities on a daily basis. These activities shall be designed for all levels of skill based upon 16 to 18 year old youth both male and female.

FOOD SERVICES DIRECTOR - A Food Services Director should be appointed to establish donations of snack and drink for the cracker barrels and break times. The food services shall require assistants, one or two, to help set up tables and set up the food and drink.