

Rotary District 7610
District Youth Contest Chair
Job Description

Purpose: To plan and execute a successful youth contest event with participation and attendance of clubs across the district.

Qualifications: Appointed by the District Governor, the Contest Chair must be a Rotarian in District 7160, undergo a criminal background check and complete training as may be required by the District 7610 Youth Protection Policy.

Duties and Responsibilities: Working under the direction of the District Governor or designee and the Youth Service Chair, the individual will:

- ❖ Administer district-wide planning efforts related to the contest including planning and management of the competition application process, competition schedule and program venue (if relevant);
- ❖ For the Music Competition Chair, manage the program budget, application funds and contributions consistent with expectations/requirements of the District Governor and District Finance Committee;
- ❖ Recruit competition judges and chaperones, ensuring proper preparation (orientation and youth protection clearances) consistent with the requirements of the District Youth Protection Policy;
- ❖ Prepare and circulate youth competition recruitment and application materials and ensures updated information and materials are available on the District website and calendar;
- ❖ Provide evaluation information for after action and/or program evaluation activities as requested by District Leadership and as needed to support future program planning;

- ❖ Promote the competition through regular contact and email communications with clubs in the district, through district committees and leadership meetings;
- ❖ Organize exhibits that promote and explain the youth competition at District meetings and events such as PETS, District Conference etc.;
- ❖ Work with the District Public Image and Newsletter Chair to promote publication of Youth Competitions in all appropriate Rotary and non-Rotary communications media.