D7080 Rotary Friendship Exchange (RFE)

Team Leader Responsibilities

1. Once selected, the team leader works with the D7080 RFE committee to promote RFE to the club(s) or clusters selected for the exchange.
2. Work collaboratively with D7080 RFE committee, the exchange District RFE chair and team leader to prepare the exchange details.
3. Nominate individuals in the club(s) or clusters selected to host, to form a subcommittee and prepare for the exchange.
4. Together with the subcommittee and RFE committee, lead the development of the itineraries and budget.
5. Send application forms to selected club(s) or cluster for the out-going or host team depending on which happens first.
6. Select and Accept applications for the D7080 out-going and host teams.
7. Communicate the exchange plans with the RFE chair and team leader of the exchanging district partner.
8. Match the hosts and guests, and communicate the information to the incoming team leader and their RFE Chair.
9. Delegate responsibilities to team members while supporting the outgoing and incoming teams.
10. Be available to support guests if an emergency occurs.
11. Communicate and resolve any differences between the Districts according to the Rotary 4 way test.
12. Prepare a report for the District Governor and posting to the Monthly District Newsletter.