

ROLE AND RESPONSIBILITIES OF LEADERS

Parents give permission for their children to travel accompanied by a named leader, who is expected to provide supervision and care for participants during travel and throughout the Programme.

Leaders must participate in training to prepare them for their role and must apply the principles taught in this training to the Programme.

Leaders have specific responsibilities for the travel arrangements and preparation of a delegation prior to leaving for a Programme.

Leaders are also expected to support the Programme staff/LIC and actively participate in Programme activities. Leaders also have some responsibility for planning and running educational activities during the Programme.



ROLE AND RESPONSIBILITIES OF A VILLAGE LEADER

Administration

- Follow all national and local laws, as well as CISV rules and guidelines (p)
- Check that participants have properly signed legal and health forms and travel and medical insurance (b). Carry these documents during travel.
- Ensure that all participants are registered on the CISV Friends database (b,d)
- Report any incidents using the Incident Report Form and submit to the local/national risk manager and the IO(d)

Educational content & training

- Understand the purpose and goals of the Village Programme (b)
- Participate in Village leader training and fulfill requirements (b)
- Plan and participate in appropriate activities and discussions for daily delegation time. Leaders are a bridge between the Village and their delegations (d)
- Participate actively in Programme planning and evaluation processes in order to uphold CISV's Educational Principles and meet the Village goals (d)

Communication & Assistance

- Communicate with local chapter and help delegates become involved in the local chapter throughout the Village experience (p)
- Get to know your delegation and prepare them for the Village experience (with the help of chapter/ families) (b)
 - for example: delegation activities, preparing booklets and national night, visiting families, introducing delegates to CISV, communicating with Village before arrival
- Participate in and contribute positively to leader's group (d)
- Help connect the Village experience with the delegate's home lives after the camp (a)

Practical responsibilities

- Understand and fulfill practical responsibilities related to your role as leader (b,d)
 - Travel to and from the Village, and stay in residence at the Village, with your delegation. During the Village, you are the legal guardian, a substitute parent and friend to your delegates.
- Adhere to guidelines and rules set by the host staff (for example: communication, laundry, arrival/departure details) and local laws (d)
- Be able to respond appropriately to problems/emergencies (d)