

ROLE OF LEADERS

- Provide supervision and care for participants during travel and throughout the programme
- Participate in training to prepare for their role and apply the principles taught in this training to the programme
- May have specific responsibilities for the travel arrangements and preparation of a delegation prior to the programme
- Support the programme staff/LIC and actively participate in programme activities
- Have shared/total responsibility for planning and running educational activities during the programme



ROLE AND RESPONSIBILITIES OF A VILLAGE LEADER

Administration

- Follow all national and local laws, and CISV rules and guidelines (p)
- Check that participants have properly signed legal and health forms and carry these documents during travel (b)
- Make sure you have a copy of the CISV Travel Insurance certificate and carry this document during travel (b)
- Ensure that all participants are registered on [myCISV](#) (b,d)
- Report any incidents using the Incident Report Form and submit to the Chapter/National Risk Manager and the IO (d)

Educational Content and Training

- Understand the purpose and goals of the Village programme (b)
- Participate in Village leader training and fulfil requirements (b)
- Plan and participate in appropriate activities and discussions for daily delegation time as Leaders are bridges 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 and Assistance

- Get to know your delegation and prepare them for the Village experience (with the help of Chapter/ families) by planning delegation activities, preparing booklets and national night, visiting families, introducing delegates to CISV, communicating with Village before arrival (b)
- Participate in and contribute positively to the leaders' group (d)
- Help the delegates connect their Village experience to their home life after camp (a)

Practical Responsibilities

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