

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 DELEGATION LEADERS (FOR AGES 12-13 AND 14-15)

Administration

- Check that participants have properly signed legal and health forms and carry these documents during travel (b)
- Make sure to have a copy of the certificate or notice (it can be called both) CISV Travel Insurance and carry this document during travel (b)
- Plan for travel, passports and visa requirements as soon as possible or at least 8 weeks prior to travel (b)
- Arrange vaccinations, medications/prescriptions (including prescription glasses), money (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)
- Prepare a proper accounting to parents after the programme and attach necessary supporting papers such as receipts, bills, etc. (a)

Educational Content and Training

- Participate in leadership training in your home NA/Chapter for the appropriate age group (b)
- Understand the purpose and goals of the Youth Meeting programme (including the importance of theme development) (b)
- Follow all national and local laws, and CISV rules and guidelines (p)
- Participate in the planning and facilitating of activities (d)
- Encourage youth to take an active part in planning activities (d)

Communication and Assistance

- Introduce families to CISV goals and educational approach (b)
- Meet with individual families and get to know each delegate (b)
- Ensure the delegates understand their role and set expectations (b)
- Provide practical help with handling money, health and laundry (d)
- Support delegates as they settle in at the programme and interact with other participants (d)
- Facilitate and help participants in planning and leading the activities based on the theme (d)
- Respond to Pre-Camp information giving feedback to the staff (b)
- Communicate with the programme contact person or the Programme Director about special diets, health restrictions, religious services needed (b)
- Evaluate and discuss problems with others and try to understand their point of view (d)

Practical Responsibilities

- Understand and fulfil the practical responsibilities related to the leader role (as a legal guardian, substitute parent, and friend to the delegates) including travel to and from the host programme (b,d)
- Contribute to organizing and facilitating the programme (d)
- Keep mentally and physically fit and get enough rest (d)
- Take an active part in activities and leaders' meetings (d)
- Respect programme and timetable (be on time) and be a good role model (d)
- Participate in daily evaluation of the programme (d)