



North Star Rotex

Job Descriptions of Rotex Officers

President

- Be the public face and go-to person for North Star Rotex
- Be the contact person for North Star Rotary YEP
- Call and convene meetings of officers and members
- Coordinate, approve and communicate the Rotex calendar
- Handle communications between North Star Rotary, the Rotex Coordinator and Rotex, as well as communicate events schedule to fellow officers
- Communicate expectations and rules to Rotex members and discipline, when necessary

Communications Officer

- Maintain an accurate and up-to-date contact list for current and past Rotex
- Post all Rotex activities on Facebook or other social media as determined by the Officers
- Communicate activity responses (RSVPs) to appropriate Rotex Officers and North Star Rotary Directors
- Ensure that all Rotex members feel connected to the Rotex organization
- Be point person between North Star Rotex and other Rotex organizations around the globe
- When requested, ensure that Rotex are available to North Star Rotary YEP for making applicant recruitment presentations to local Rotary Clubs, high schools and other locations

Outbound Officer

- Work with North Star Rotary YEP Orientation Director to plan and execute Candidate Orientations
- Recruit sufficient Rotex to participate in Candidate Orientations and ensure that every Rotex knows and does his or her assigned duties and rolls at Candidate Orientations
- Ensure that every Candidate feels connected to Rotex
- Work with Country Officers to encourage appropriate communications from Rotex to Outbounds while they are abroad

Inbound Officer

- Work with North Star Rotary YEP Inbound Director and sponsoring Rotary Clubs to plan and execute Inbound activities
- Recruit sufficient Rotex to participate in Inbound activities and ensure that every Rotex knows and does his or her assigned duties and rolls at Inbound activities
- Ensure that every Inbound feels connected to Rotex

Rebound Officer

- Work with North Star Rotary YEP Rebound Weekend Director and to plan and execute Rebound Weekend
- Recruit sufficient Rotex to participate in Rebound Weekend and ensure that every Rotex knows and does his or her assigned duties and rolls at Rebound Weekend
- Ensure that every Rebound feels connected to Rotex
- Encourage appropriate communications from Rotex to Rebounds during their Rebound year, focusing especially on easing the transition back to the home country and family situation