## What is the purpose of a hub leader exchange?

Promoting connection between all the wonderful hub leaders in the National Community Hubs Program, we hope that you will finish your exchange with new ideas, knowledge and friendships.

## Where can I go on exchange?

You can travel to a hub within your state (intrastate exchange) or to a hub in a different state (interstate). For interstate exchanges, hub leaders can travel between QLD and NSW, NSW and Victoria, or SA and Victoria.

## What are my responsibilities as the exchange participant?

* Arrange leave from hub
* Organise your own way to and from home airport/train station if travelling by plane/train. CHA will cover transfer costs up to $150.
* Complete the exchange reflection survey within 14 days of returning from the exchange and return to Eliza (elizabarry@communityhubs.org.au)
* Show & Tell: bring or prepare something to share with your host hub, e.g. a successful program or partnership that you have run in your hub
* **Promote! Please share stories, comments and photos from the day on the Facebook group.**

## Responsibilities of the hub leader host?

* Arrange visits on the day from support agencies and partner organisations to meet with the exchange participants
* Provide lunch on the day
* Arrange a tour of the school and meet relevant school staff
* Provide advice on preferred transportation to and from airport (for interstate exchange participants)
* **Promote! Share stories, comments and photos from the day in the Facebook group**

## What are the responsibilities of CHA?

* Organise or reimburse flights/travel for participants if required, e.g. CHA will cover kms if you wish to drive. CHA will cover flights for up to $500 return. Virgin Airlines and Qantas are preferred airlines.
* Reimburse transfers to and from airport up to $150. Hub leaders are responsible for coordinating their own transfers. Reimbursements will be paid on proof of receipt.

## What is the application process for the exchange?

* If you would like to participate, please submit your application by the Friday 27th March 2020, late applications will be not be considered.
* You will be notified of the outcome of your application by the Friday 1st Apri