

Hub Leader Exchange Program

Role of Community Hubs Australia

Role

Community Hubs Australia will plan, coordinate and evaluate the Hub Leader Exchange Program.

Responsibilities

CHA is responsible for:

- Communicating information about the exchange program and the application process to hub leaders, school principals, and support coordinators.
- Selecting hub leaders to participate in the exchange program.
- Coordinating hub leaders' travel and accommodation to and from their exchange partner's hub including the choice of airline and hotel.
- Leading a pre-departure information session for exchange program participants.
- Reimbursing the visiting hub leader for the cost of meals during the three-day visit.
- Collecting reflections from exchange participants and evaluating the exchange program.
- Sharing evaluation results with the hubs network.
- Supporting exchange program participants to prepare and present their learnings to the hubs network.

Costs covered by CHA:

- Return flights between the exchange partner's airports.
- During the exchange period, transport between the hub and airport.
- Transport/mileage and parking costs between home and airport.
- Three nights' accommodation near the hub for visiting hub leaders.
- Daily transfers between accommodation and hub.
- Lunch and dinner for visiting hub leader on Day 1.
- Breakfast, lunch, and dinner for visiting hub leader on Day 2.
- Breakfast and lunch for visiting hub leader on Day 3.
- Lunch for host hub leader on Day 1, Day 2, and Day 3.
- Catering for group meeting at hub.

Costs not covered by CHA:

- Additional night/s accommodation.
- Alcohol.
- Mini bar or additional charges incurred as part of the accommodation booking.
- Employment of another staff member to manage usual hub activities during the hub leader's absence.
- Additional hours worked by hub leaders due to travel, pre-exchange preparations, or post-exchange learning.