



# You've got what it takes

Job descriptions for your YFC roles



# The YFC officer team

Are you a team player, keen to develop your skills and prepared to take responsibility for an area of interest? Then why not join the YFC officer team and help run your YFC. Taking on a club officer role is rewarding, challenging and enjoyable.

A successful YFC is made up of dynamic individuals acting as a team, with a shared vision of working hard to offer the best for their YFC. This means being able to rely on your fellow officers and them being able to rely on you in return. This resource contains all the information you will need to get you started running a fun, safe and successful YFC.

## Roles

- Chairman/woman
- Treasurer
- Secretary
- Leader
- Health and safety officer
- Safeguarding officer
- Programme secretary
- Press officer
- Social events officer
- Charity trustee
- Leader of a junior club
- Junior club officer
- Advisory member
- President





# As club chairman/woman...

You will both lead your YFC and inspire its members to have fun, learn and achieve. You'll have charity trustee responsibilities and are ultimately responsible for the management of the club and all its activities, ensuring it's legally run and a safe place for members. You will be key in making sure meetings are structured and conducted properly, that everyone is involved in making decisions and kept informed, and you will be entrusted with representing your club's views. You'll also need to have an in-depth understanding of the club's constitution and the responsibilities of the other club officers, so that you can manage and support your team.

You'll be an ambassador and a role model. You will be looked upon to set a good example, be a polite, friendly host, get involved and encourage everyone else to take part and feel included and valued. It will be up to you to promote YFC in your local community to attract new members, funding and support and create a positive public image of YFC.

## Your responsibilities include:

- **Chairing meetings, ensuring committee procedures are followed (see Section 3: Keeping it real) and that members are involved in decision-making. You will also verbally summarise decisions and actions during the meeting, so that members are clear and understand the outcome of a discussion. It will be up to you to make sure a basic risk assessment has been done, parental consent forms have been received, where necessary, and that members leave the meeting safely. You should also make sure that the secretary sends out thank-you letters to guests and any necessary payments are made by the treasurer.**
- **Making speeches at club events and the AGM.**
- **Understanding the club's constitution, all the club officer roles and responsibilities, and keeping up to date with what's going on within the organisation.**
- **Working with the secretary, treasurer and leader(s) to make sure the club runs smoothly.**
- **Developing yourself and others by attending training and encouraging others to also take part.**
- **Ensuring all club officers have been DBS checked, have completed an application form and sought two references.**
- **Representing your club members and reflecting their opinions at other levels, such as county and area meetings as well as advisory committees.**
- **Working with your programme secretary, leader(s) and committee to provide a fun, varied club programme.**
- **Making sure the club is always acting within licensing, health and safety, child protection and insurance laws.**
- **Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.**





# Top tips for your role

The role of chairman/woman carries a lot of responsibility, but the unique democratic nature of YFC provides both the structural framework and the team to help you succeed. Here are a few things to try.

## Democracy

It's important that you represent the views of your club and not your own. Always use your own vote objectively. Be impartial, yet firm.

## Meetings

Pass on information to members and listen to them. Plan the agenda with the secretary, decide on a format and, if it goes well, stick to it.

## Recruiting

Make new members feel welcome, look after them and introduce them. Why not appoint a new members officer?

## Teamwork

Communicate and encourage teamwork. Know when to report back and when to refer to your members for a decision.

## Leadership

Don't be afraid to delegate, but remember to support your team, too. Be courteous and lead by example to inspire members.





# As club treasurer...

You will be someone who is trustworthy and honest, accurate and responsible for managing the club's finances. You'll be answerable to the club members for the financial affairs of your YFC. To be a charity trustee and legally able to take financial decisions and sign cheques on behalf of your club, you must be aged 18 or over.

## Your responsibilities include:

- Safeguarding the club's money.
- Making sure club finances are up to date and under control.
- Budgeting for events, so that they are properly costed to break even at the very least.
- Producing regular financial reports for the club committee and advisory. This should include the current cash balances and forthcoming expenditure. This is an informal report, which doesn't require formal acceptance.
- Recording all transactions that go through the club accounts using a cheque book or paying-in book, etc. Remember to keep all receipts.
- Ensuring cheques are signed by at least two club officers; either treasurer, chairman/woman or secretary.
- Paying bills, levies, insurance and rents approved by the committee, etc.
- Collecting subscriptions from your members at the beginning of the YFC year, in September.
- Collecting other money raised, for example, from club dances.
- Banking all money promptly and keeping money not banked in a lockable cash box.
- Keeping members informed of club finances.
- Ensuring that any spare funds are deposited into a savings account at the best interest rates.
- Understanding the legalities of operating a charity bank/building society account.
- Working with other committee members to identify sponsorship for events.
- Following Charity Commission reporting guidelines if they apply to your club.
- Preparing and presenting the accounts at the club's AGM. This is a formal report and will need formal acceptance by vote at the meeting. Be prepared to answer questions.
- Ensuring the books are up to date for the next treasurer.
- Knowing where all past records are kept and keeping financial records for six years.
- Taking up training opportunities when they are on offer.
- Working with the club officer team to ensure the healthy, safe and legal running of your YFC.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

The role of treasurer is essential for managing the finances of the club. Here are a few things to try.

## Fresh start

Arrange a handover to ensure all accounts are in order. They should have been audited by an independent person. Inform the bank of any changes.

## Record keeping

Set up a system for keeping records on a PC or in a cash analysis book. Use receipts, cheque book, paying-in book and lockable cash box.

## Collection of money

Record the club's income and remember to give receipts. You may need to organise floats, money bags and safe storage at events.

## Cash for others

Money raised for other charities should be clearly itemised in the accounts or kept in a separate bank account.

## Seek advice

If you are unsure of how to do something, such as preparing the accounts, then ask your advisory members or county office for advice.





## As club secretary...

You'll need to be committed and organised and have the time to take on a number of administrative roles. You will be responsible for the planning of all meetings and the AGM, and for keeping accurate records of all your club's business, activities and important documents.

As meetings are crucial to the smooth running of your club, it's vital that they are well planned and structured. It's up to you to be well prepared before and during meetings, so that you can support your chairman/woman and have everything you might need ready to hand, make sure important information is shared with members, see that they are involved in decision-making and have the chance to raise any questions or make suggestions.

Record keeping is vital and you will be meticulous when it comes to updating information and filing. You'll also be key in communicating with members and your county office.

### Your responsibilities include:

- Supporting the club chairman/woman in planning and running club meetings, including preparing the agenda, and letting everyone know the date, time and venue.
- Being equipped with the club's constitution, attendance and minute books, copies of the agenda and any necessary papers at meetings. Summarising any correspondence received and reading through the minutes of the previous meeting to ensure nothing is still outstanding.
- Making sure the chairman/woman welcomes any special guests, speakers and new members.
- Ensuring he or she asks for updates and notes actions and matters arising from the previous meeting, which don't appear anywhere else on the agenda.
- Taking the minutes, recording decisions and noting who is to carry out any actions. Making sure arrangements are in place for the next meeting.
- Circulating the minutes if required, and taking any necessary action after meetings.
- Dealing with club correspondence. Sending letters of invitation and thanks, sending reminders and advance notices to presidents and advisory committee members.
- Keeping all records, including membership details, completed risk assessment forms, policies and blank forms. Ensuring DBS checks are done for all officeholders, application forms and references are kept on file or passed to your county office. Recording all spending and expenses. Keeping a diary and useful contacts list.
- Together with the programme secretary, providing everyone with a copy of the club programme and letting members know about upcoming local, regional or national events.
- Taking up any training opportunities to help develop your skills and knowledge.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

The role of secretary is pivotal in the successful running of a YFC. You are central to ensuring everyone knows what is going on and important information is always accessible. Here are a few things to try.

## Meetings

Always be punctual. Write up the minutes as soon as possible. Leave less important items until later in the meeting so they can be deferred if time is short.

## Agendas

Keep important items at the top of the agenda as people will be sharper at the start of a meeting. Manage any other business carefully.

## Correspondence

Divide everything into three categories: For decision and reply; for information only; and requires club action.

## Minutes

Minutes can be written in a minute book or typed on a computer. They are an excellent club history and the county records office may store them.

## Contact

Keep in contact with members through group texts, a website or even a newsletter. Always acknowledge all correspondence.





# As club leader...

You'll probably be an experienced former YFC member who will provide advice and support to club officers and members in running their YFC, and encourage and guide them towards achieving their goals. You will need to have a thorough understanding of the laws relevant to YFCs, an in-depth understanding of the club officer roles, good problem-solving and communication skills. You'll also need to be able to devote time to mentoring on all aspects of running a safe and healthy YFC and step in to help wherever necessary.

YFCs appoint a management committee at the AGM, which includes at least three of the following: chairman/woman, vice-chairman/woman, secretary, treasurer and leader. This may be you or another leader. If it's you, you will have charity trustee responsibilities. Management committee members must be over 18 and although it's best practice for club officers to also be over 18, in some cases they may be younger, so the charity trustee responsibility is likely to fall to you.

## Your responsibilities include:

- Working with the officer team to ensure the YFC complies with all relevant laws, including safeguarding, health and safety, data protection and Charity Commission requirements.
- Familiarising yourself with safeguarding policy and procedures, especially if your YFC has members under the age of 18.
- Working with the club officer team to check the relevant insurance policy is in place.
- Being there for members, stepping in to help and supporting the club if there are difficulties.
- Communicating with different groups of people: the club officer team and members; parents; advisory group members; county officers and staff; area staff and members; NFYFC staff and council members; and external bodies, ranging from the local council and police, funders, the press and the local community.
- Staying in touch by regularly attending meetings and keeping up to date with what's happening at county, area and national levels.
- Working with the programme secretary to ensure the club is providing a balanced programme of activities for all its members.
- Understanding the club officer roles and ensuring the members in those roles understand them, too.
- Working with the previous club officer team to help train the new officers in their roles.
- Taking up training opportunities and encouraging others to do the same.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

The role of leader is to support the YFC members, allowing them to run their club in their style, but within the remits of the club's constitution and the law. Here are a few things to try.

## Mentoring

Get to know your club and its members so you'll recognise when to offer help and when to stand back and let them make their own decisions.

## Help and advice

Form a network with other club leaders. You don't have to be an expert on everything, but you need to know how to find information quickly.

## Problem solving

Identify the problem, find several solutions and always look at the consequences. Act on the most suitable and review how effective it was.

## Charity Commission

If your YFC is registered with the Charity Commission, see Section 2 for information on the guidelines that have to be followed.

## Leadership

Respect the values and opinions of members and club officers. Support them in trying out new ideas. Remember a YFC exists for its members.





# As club health and safety officer...

You will be responsible for making sure your YFC is a safe environment for members to enjoy the full range of activities on offer and that all relevant health and safety laws are complied with.

## Your responsibilities include:

- Carrying out risk assessments for all activities and events. This might include checking fire escapes are clear as well as for potential hazards, such as trailing wires or broken glass if playing outside, for example.
- Ensuring that all YFC personnel involved in a particular event are aware of their individual safety responsibilities, including the duty of care that members owe to themselves and to other members. Holding a safety briefing before the event.
- Talking to venue staff, county officers and staff to find out what others have done in the past. If a template risk assessment already exists, then use it.
- Working with the social events officer to ensure that all relevant requirements are in place before an event, such as bar licences, security and fire arrangements, music licences and food hygiene certificates.
- Ensuring that any club electrical equipment has a valid PAT certificate.
- Making sure that you have an up-to-date first aid box, accident book and a first aider present at meetings and on trips.
- Ensuring an attendance register is taken at the beginning of a meeting just in case the building needs to be evacuated and you have to do a role call. Making sure someone is designated to take the attendance book with them.
- Having access to a copy of the insurance policy, which will be useful when planning an event.
- Taking up training opportunities that will help you in our role.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

It's important to work with others to minimise risk, so that your YFC can continue to organise a diverse range of exciting activities. Here are a few things to try.

## Get organised

Set up a basic filing system to store blank and completed risk assessment forms as well as relevant contact details, such as emergency numbers.

## Work with others

Involve other members and leaders to help you spot the hazards and take precautionary measures.

## Planning

Take time to get to know your policy. Highlight any areas that you are unsure of and speak to your county office team about them.

## Manage risk

Follow the five HSE steps to risk assessment. This is a simple way of making sure that you've minimised the risks.

## Training

Jump at the chance to undertake health and safety training when it's on offer. This is a great opportunity for you to develop your skills.





# As club safeguarding officer...

You will need to have a sense of maturity and a basic understanding of safeguarding to undertake this role. The ability to communicate with members, keep records and a willingness to undertake training are all essential. You'll be required to work closely with the county safeguarding officer and must not be afraid to seek help or ask questions when you are unsure of what to do.

## Your responsibilities include:

- Understanding and implementing the Policy for the Safeguarding Children and Young People and Adults and Risk. Make sure you have your own copy and write down the contact details for your county safeguarding officer and local police, as well as the local children's social care emergency number, local Safeguarding Children Board, NFYFC and the NSPCC.
- Ensuring members are aware of your role and the club's policy. Set aside a club evening to run a safeguarding session. There are resources on the NFYFC website to help with this. You could also arrange for your county safeguarding officer, local youth organisation or local Safeguarding Children Board to lead a session.
- Ensuring members over 18, particularly those in positions of responsibility, are aware of the requirements of their position and know how to avoid getting into potentially compromising situations. Safeguarding is as much about protecting the officers and leaders as the young club members themselves. There are some basic principles to follow when working with young people, which can be found in the policy.
- Making sure that the correct procedures are followed, such as recruitment, parental consent forms, transporting and reporting.
- Working with county officers to ensure that new club officers complete an application form, reference forms and are DBS checked as necessary.
- Attending safeguarding training and promoting training to members. It keeps you up to date with information, allows you to ask questions that you are unsure of the answers to and enables you to network with others in a similar position.
- Liaising with other club officers. Your role is key in the running of a safe, vibrant club, so it's vital that you work with your fellow club officers.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.
- Have and use the safeguarding resources that are available including the Pocket Guide to Safeguarding for YFC Officers and the Safeguarding in YFC leaflet both available from NFYFC.





# Top tips for your role

Congratulations on deciding to take on this role and help keep your club safe. It can be quite daunting, but there's lots of support available to help you in your role. Here are a few things to try.

## Prepare

Take time getting to know your policy. Highlight any parts that you are unsure of and ask for clarification from your county safeguarding officer.

## Communication

You're the link between the county safeguarding officer and your club. Keep up to date with information and remember to pass it on to your members.

## In the know

Get to know your key contacts. It's always easier to pick up the phone to someone you know in the event of an incident.

## Don't be scared

By following safeguarding procedures, you can reduce the opportunity for incidents to happen, giving everyone peace of mind.

## Training

Jump at the chance to undertake training when it's offered to you. It's an ideal opportunity to ask questions and network.





# As club programme secretary...

You will need to be committed, organised and have the time to listen to and involve your members in planning a good club programme. It's an important job and it takes hard work and effort to put together a programme offering something for everyone to enjoy that will also attract new members and encourage everyone to take part in YFC activities.

You'll take up training opportunities to help you in your role and will also need to work closely with the other club officers, leaders and advisory committee. You'll be prepared to make contact with other organisations, make the necessary bookings and work with the county diary.

## Your responsibilities include:

- Looking for new programme ideas from a host of sources, including your members, leaders, advisers, friends and county staff.
- Organising ideas into a varied and attractive club programme that has something for everyone.
- Making contact with local organisations, speakers and venues to make bookings and any other necessary arrangements.
- Liaising closely with the treasurer and working to a budget.
- Keeping an updated calendar of events.
- Co-ordinating your club programme with the county diary, so that club and county events don't clash. Include county, area and national events in your own club's calendar, and remember to book your club's events into the county schedule.
- Evaluating your club programme regularly, so it can be built on and improved upon.
- Working with other club officers to make sure safeguarding and health and safety requirements are met, that all activities are risk assessed, parental consent forms are used and that any helpers and guests are DBS checked, if necessary.
- Ensuring you have a copy of the insurance policy and knowing what activities it covers.
- Making sure programme activities meet the needs of all your members, are suitable for its intended age group and are something your members want to do.
- Arranging meetings specifically for new members.
- Making sure copies of the club programme are given to all your members, the advisory committee and county office. Have a hard copy or publish it online.
- Club programmes should be given out with the Parental Consent form so that parents/guardians can give informed consent for their child to participate in the activities listed in the programme.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

The programme secretary has one of the most important YFC roles. Try to include activities that involve social, international and environmental interests, current affairs and community work. Here are a few things to try.

## Planning

Make a list of meetings at your regular venue and ones outside, then provisionally book the venue for your 'in' meetings.

## Competitions

Link your programme to the competitions schedule and book taster/practice sessions as club meetings.

## Bear in mind...

Time of year, religious and cultural occasions, school holidays, recommendations and planning meetings with other YFCs.

## New ideas

Visit the NFYFC website for fresh ideas and useful links to other organisations that will give talks, such as LEAFed and the RSPB.

## Bookings

Introduce yourself, discuss what you would like them to do, ask about costs and suggest suitable dates. Confirm all details in a letter or by email.





# As club press officer...

You will be responsible for publicising your YFC's activities and promoting a positive public image of Young Farmers' Clubs.

It will be up to you to help your members understand the benefits of having a positive public image, which encourages new members to join, sponsors and funders to support club activities and goodwill from the public and local community when organising events and fundraising activities.

## Your responsibilities include:

- Using social media and getting in touch with your local newspapers, radio stations and television channels, finding out who to speak to about potential news stories and creating a list of press contacts. It's a good idea to start following relevant media outlets and reporters on social media and tag them in posts where you want to promote something.
- Introducing yourself to your press contacts, speaking to them, explaining a little about your YFC, asking what type of information they would like to hear about and making a note of their press deadlines. Keep in touch with them on social media and tag them in relevant posts.
- Studying your local media (including their social media posts), so that you have a good idea of the type of news and stories they use. Checking if they run regular columns or features that you could contribute to with case studies. If they have online versions of the publication, is there the potential for you or your members to write a blog? If they have forums or pages on social networking sites, are there opportunities for you to join discussions on issues relevant to young people in rural areas?
- Using the events diary to keep up to date with what's going on. Keeping your press contacts informed in advance about what your YFC has planned and any upcoming photo opportunities.
- Making sure someone is given the responsibility of taking photographs at your events in case the press photographer doesn't attend. Use your best ones on your social media channels.
- Ensuring members who are under 18 have filled in photographic consent forms. Referring to the safeguarding policy wherever necessary.
- Once your event is over, sending information and photographs to your press contacts as quickly as possible – including tagging them in your social media posts about the event. Radio and television will want to know about something in advance, so that they can report it on the day. Daily newspapers will need the information on the same or the following day, and weekly newspapers will want the information before their weekly deadline.
- Liaising with your county office on publicity wherever necessary.
- Writing your press release to contain the following: who, what, why, where, when and how?
- Including a contact name and telephone number on a press release and making sure that person will be available to answer any press enquires before and after an event.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

Getting good publicity for your YFC requires you to be fast, accurate, inventive and understand what your local press and media are looking for. Here are a few things to try.

## Be quick

News is only news when it's new.  
Prepare your press release in advance.  
Arrange for a photographer to get pictures to you as quickly as possible.

## Be inventive

What makes a great picture? A photo showing work on a project is more likely to make it into a newspaper than a cheque presentation.

## Grab interest

Include a quote from a named person and make sure it's approved by that person before it's sent to the press. Be brief, be clear and keep it punchy.

## Personal touch

Phone your contacts to tell them you have a story, rather than just emailing a press release. You could invite the editor to judge competitions.

## Quality counts

Photographs need to be high resolution and colour. Make sure a press release is accurate and doesn't have any spelling mistakes or grammatical errors.





# As club social events officer...

As social events officer you'll organise successful club events that are safe and legal. It's a big undertaking and so it's important to work with your county office, which can advise you on how to make your event a success, minimise potential incidents and make it as enjoyable as possible.

## Your responsibilities include:

- Read the NFYFC Guide to Running Safer Social Events before you plan your event.
- Preparing a budget with the treasurer to ensure you cover your expenditure and make a profit.
- Having a clear policy on how you will manage members who are under 18 at your event.
- Any person under 18 should have a parental consent form to attend an event that are additional to the club programme.
- Understanding and complying with regulations relating to the sale of alcohol, providing entertainment, supplying food and running raffles. You may need to apply for a Temporary Event Notice.
- Having the necessary NFYFC policies in place, such as Drugs and Alcohol, and Standards of Behaviour.
- Working with your health and safety officer to produce a risk assessment for the event.
- Keeping up to date and involving the rest of the committee members when appropriate.
- Ensuring anyone employed as a doorman or to look after security at your event is licensed by the Security Industry Authority.
- If you are hiring a disco or band, reading the contract, asking for a copy of their public liability certificate and making sure their equipment is PAT tested.
- Ensuring that the venue is big enough for your expected numbers and complies with the law.
- Checking that the venue doesn't have a reputation for attracting troublemakers and that the bar prices are reasonable and not put up for special events.
- Checking the venue dress code and making sure everyone knows what it is. It should be included on tickets and marketing material.
- Working with the treasurer to organise a cash float in advance and agreeing who will be responsible for it.
- Working with the treasurer to ensure that at least two people add up the cash at the end of the event and make a record of it. Arranging how the money will be stored and banked on the next working day.
- Taking up training to help you develop your skills and knowledge.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

Social events often raise significant funds for a club, therefore it's important that they are properly organised to maximise profit and minimise risk to members and YFC. Your role is crucial in making sure this happens. Here are a few things to try.

## Check the diary

Make sure your event doesn't clash with any others taking place in the area.

## Who is it for?

Decide whether the event is just for YFC members or is open to the public. Make sure you have the necessary arrangements in place.

## Planning

Allow time to organise an event. There are lots of factors to consider, procedures to follow and paperwork to complete.

## Work with others

You will need to work with the officer team to ensure the event is safe, well publicised and breaks even, at the very least.

## Get advice

Ask for help when running your event. Your county staff and officer team will be able to help you plan it carefully.





# As club charity trustee...

The charity trustees of a YFC are usually known as the management committee, executive committee or club committee. They are appointed from the club's membership and serve in the post for a year, but can be re-elected. The charity trustees of the club are normally the chairman/woman, vice-chairman/woman, secretary, treasurer and a leader, all of whom are over the age of 18. Where club officers are under 18, then charity trustees will make up at least three members of the advisory committee or leaders.

## Your responsibilities include:

- Accepting ultimate responsibility for directing the affairs of your club, ensuring that it's solvent, well run, and delivering its charitable objectives.
- Understanding and ensuring that your club complies with its governing documents (club's constitution), charity law, employment law and any other relevant legislation.
- Ensuring that your club pursues its objectives as defined in the constitution.
- Making sure your club uses its resources solely to meet the objectives set out in its constitution and that funds are used only for the purpose for which they were given.
- Ensuring your club accounts for its activities to its funders, Charity Commissioners, members and any others as required.
- Contributing to your management/executive/club committee's role by providing strategic direction to your club, understanding policy, defining goals and targets and evaluating events and activities.
- Safeguarding your club's good name and the ethos of the organisation as well as acting in the best interests of its members at all times.
- Ensuring the effective and efficient administration and financial stability of your club.
- Appointing club officers as appropriate, using their skills and seeking training to help them develop key skills where necessary.
- Working effectively with other members of the executive committee.
- Attending meetings and reading papers in advance of meetings.
- Undertaking other tasks as required.
- Keeping informed about the club's activities.
- Communicating with county office or NFYFC when unsure about a governance issue.
- Further information about charity governance can be found on the Charity Commission website.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

Good trustees are essential to the smooth running of a YFC. Here are a few things to try.

## Decisions

Don't make decisions on anything you don't understand. Ask questions until you do.

## Advisors

When you're unsure about something seek the advice from specialist sources.

## In the know

Know what you're taking on. Ask questions, read reports and understand what is involved right from the start.

## Be open

It's in everyone's best interests to be open and inclusive. Make as much information available as possible.

## Be positive

Make the most of your time as trustee. There's lots to learn with challenges and successes along the way.





# As junior club leader...

You'll be part of a team of volunteers that is voted in by members. Although many volunteer leaders are from within YFC, when a member moves on to become a leader or takes on additional responsibilities in a club or at county level, he or she should be treated in exactly the same way as someone from outside the organisation who is applying for a job or offering to help. To be a junior leader you have to be over 18 years old, pass the recruitment process and be prepared to commit your time regularly to the club.

You will be friendly and approachable, organised, able to listen to, consult and involve members. You'll also be fun and innovative and able to establish positive relationships with young people. Diplomacy and maturity are also essential to your role.

## Your responsibilities include:

- Working with other leaders to delegate tasks and organise a rota to cover each meeting.
- Organising and attending regular junior leader team meetings to discuss any club issues, keeping up to date with all aspects of running the club and planning its future direction.
- Regularly attending club evenings and spending five minutes at the end having a debriefing session on how the night went, observations and clarifying arrangements for the next activity.
- Attending other occasional events as needed.
- Developing a balanced and varied club programme by working with members to include their ideas and suggestions.
- Organising and producing the programme of meetings and trips, including booking venues and speakers.
- Ensuring that all legal obligations, such as health and safety, safeguarding and Charity Commission rules are met. This will include completing risk assessments and parental consent forms where necessary.
- Looking after the club's finances, including collecting subscriptions, paying invoices and basic bookkeeping.
- Providing a link with the county officers/staff as well as senior club officers, if this is applicable to your YFC.
- Working with the members to help them develop and acquire new skills through encouraging them to participate in the range of opportunities available to them through YFC.
- As an adult volunteer, you're in a position of trust and therefore need to familiarise yourself with and operate safeguarding procedures.
- Taking up training opportunities that will help you in your role.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

Junior leaders have a duty of care to the members. New members join for a host of reasons and want to belong to a fun, safe club. A good club programme attracts members, and having strong links with the senior club will encourage them to stay in YFC. Your role is to develop the younger members, enabling them to take an active role in their club. Here are a few things to try.

## Communication

Close links between the senior and junior club are important, so junior members are ready to move on to the senior club when the time comes.

## Ratios

Try to make sure that there is always an equal mix of male and female junior leaders.

## Parents

Many junior clubs rely on the goodwill of parents. Think of ways to involve parents in supporting club activities.

## Child protection

Be aware of how to safeguard yourself and your YFC. Attend training when offered and keep up to date with the latest information.

## Ground rules

Work with your members to set ground rules at the beginning of the year and then decide how the rules will be enforced.





# As a junior club officer...

In your club, you will have the opportunity to trial, for a short time, the key officer roles including chairman, secretary and treasurer (and other roles the club think relevant e.g programme secretary or competitions secretary) giving you a better understanding of how your club works.

Supported by your club leaders, you will undertake some of the tasks required for the roles enabling you to experience what it is like running a YFC. Junior officer roles will be open for all members to try and as they are short-term you will not be tied into one particular role if it does not appeal to you. Crib sheets and templates have been developed to help you in your role and you can ask the leaders questions too.

You'll be an ambassador and a role model. You will be looked upon to set a good example, be a polite, friendly host, get involved and encourage everyone else to take part and feel included and valued.

## Your responsibilities may include:

- **Chairperson:** you will learn how to chair meetings, insuring that everyone is involved in decision-making. You will also verbally summarise decisions and actions during the meeting, so that members are clear and understand the outcome of a discussion.
- **Secretary:** with support, you will learn how to take the minutes or notes of the YFC meeting and reading out notes from the previous meeting if required and write thank you letters to speakers/hosts.
- **Treasurer:** with support of a parent and the club leaders you will have the opportunity to learn basic book-keeping skills including handling money, record keeping and reporting back to the club.
- Working with the other officers and club leaders to make sure the club runs smoothly.
- Working with others to input ideas and thoughts to help shape a fun and varied club programme.
- Representing your club members by attending meetings, such as county and area meetings as well as advisory committees.
- Providing short reports to the club as and when required.
- Being the club captain of the competition/sport team.
- Developing yourself and others by attending training and encouraging others to also take part.





# Top tips for your role

The role of a junior officer provides you with an introduction to the main club officer roles. It allows you to have a go at each of the roles with the support of the club leaders. Here are a few things to try.

## Democracy

It's important that you represent the views of your club and not your own. Always use your own vote objectively.

## Meetings

Pass on information to members and listen to them. Plan the agenda with the secretary, decide on a format and, if it goes well, stick to it.

## Recruiting

Make new members feel welcome, look after them and introduce them.

## Teamwork

Communicate and encourage teamwork. Know when to report back and when to refer to your members for a decision.

## Give it a go

YFC offers so many opportunities to members. By taking on a junior role you will learn the basics of running a club - essential skills which you use in later life.





# As club advisory member...

You will be an approachable, helpful individual appointed to be part of an advisory committee of adults, which is there to support the club officers. Advisory members take the job for three years. As a committee, you'll appoint a chairman/woman of the group and any other officers needed. In most cases, the advisory committee will meet at least twice a year, and the chairman/woman and leader are also invited to the meetings. Your club's constitution sets out who attends the meetings and their frequency.

## Your responsibilities include:

- Making sure you are able to offer your expertise to the club officers when they ask you for advice. This may include advising on financial issues, Charity Commission regulations, safeguarding procedures, as well as good practice and complying with health and safety laws.
- Helping club officers to run a successful and effective club. You may be able to offer club programme ideas, find speakers and arrange visits.
- Offering help when the club is organising events. This might include encouraging supporters to attend or helping with the catering at a dinner dance, for example.
- Offering help when members organise their competition practices by providing venues and sharing experiences and skills, for example.
- Attending at least one club meeting a quarter to show your support.
- Keeping informed about club successes, any problems or concerns and future plans.
- Encouraging members to try new ideas even if it means that they need to be allowed to learn from their mistakes.
- Remembering that the club belongs to its members and that they have the final decision. Always being supportive of new ideas.
- Taking up any training opportunities that will help you in your role.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

The advisory member is there to provide support and advice to the club officers. The role is key in enabling the club officers to make the right decisions for their YFC. Here are a few things to try.

## Helpful

You have been appointed because you have lots to offer. Work as a team with the advisory members and seek help from county officers when unsure.

## The law

Get to know and understand the current legal requirements for running a voluntary youth group.

## Remember your role

At the end of the day, the members make the decisions even if you don't agree with them.

## Be open

It's important to be open and approachable, so that members feel that they can come to you for advice and support.

## Be supportive

Show your support by attending the occasional club meeting, asking for updates and showing an interest in club activities.





# As club president...

You will be a highly regarded person by your members and a senior member of the management committee. They'll look to you as the figurehead and an arbiter of the club. Your input will be invaluable in helping your YFC reach its full potential.

## Your responsibilities include:

- Knowing and understanding the club's constitution. It's really useful to have a copy to hand of the constitution and rules to ensure the club is running correctly. Also, when questions on governance come up, most answers can be found in the club's constitution.
- Being a senior member of the management committee and in some cases a charity trustee of the club. This requires a level of responsibility. You'll need to be impartial on club business, yet informed on issues since you may be called on to be a part of the decision-making process.
- Understanding and working to club policies, such as Safeguarding Children and Young People, Health and Safety, Standards of Behaviour and Drugs and Alcohol.
- Understanding and implementing the YFC code of conduct and assisting in grievance procedures as needed.
- Being prepared to attend training on club issues to keep up to date with current laws.
- Showing support for the club officers in their roles.
- Chairing the AGM. This will require preparation with the chairman/woman to make sure the meeting runs in line with the club's constitution.
- Working with the chairman/woman or management committee chairman/woman to call and chair two advisory committee meetings a year to ensure that everyone is informed about the club's situation and inputting appropriately.
- Providing support, encouragement and motivation to club members.
- Attending and helping at club functions when invited, such as the annual dinner dance, for example.
- Promoting all positive aspects of the club where possible.
- Being a proactive figurehead and, above all, enjoying your important and supportive role.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





# Top tips for your role

It's an honour to be asked to be president as this means the YFC members believe that you are the right person for the role. Here are a few things to try.

## Take an interest

The club officers and members will feel valued if you take an interest in how the club is doing.

## Support

Be a supportive person to the club officers, leaders and advisory members. They may turn to you for advice.

## Show willing

Club officers and members may ask you to take part in activities: attending training; giving a toast at a dinner; or even taking your turn in the stocks.

## Be approachable

Ensure club officers, leaders and advisory members have your contact details and know how to get in touch with you.

## Do your bit

One of your tasks is to chair the AGM, but members will appreciate it if you offer value to the club by helping them when needed.

