



Get what you need

Your YFC up and running





Your YFC up and running...

This section will equip you with the information, templates and policies needed to set up and manage your YFC legally.

Contents

- What is YFC?
- How is the organisation structured?
- Policy and best practice
- Understanding the club constitution
- Affiliation to the NFYFC
- Registering with the Charity Commission
- Charity Commission guidance
- Insurance for your YFC
- How to prepare a budget
- Preparing a YFC meeting agenda
- Sample YFC agenda
- Sample chairman/woman's extended agenda
- Taking minutes
- Designing your club programme
- Example club programme
- Your YFC Annual General Meeting
- Sample YFC annual report
- Sample YFC AGM agenda
- Appointing new officers
- AGM: Voting rights
- AGM: Standing orders
- AGM: Elections (trustees, officers and leaders)
- AGM: Checklist
- U18 year old officers
- Closing a club





What is YFC?

With around 615 Young Farmers' Clubs (YFCs) in England and Wales, YFC is collectively one of the largest voluntary rural youth organisations in the UK. It works with around 24,500 young people aged from 10 to 26, and thousands of volunteers to run its varied programme of activities, which are designed to support rural young people, promote learning and skills acquisition in a fun, social setting.

YFCs promote the education of their members and the public in general in agriculture, crafts, life skills, rural affairs and country life. They also provide recreation and other leisure time pursuits. This helps to tackle rural isolation and social exclusion, encourages self-reliance, individual responsibility and good citizenship, so members can reach their full potential. Clubs, county federations, area committees and NFYFC all collaborate to co-ordinate a range of activities to achieve this.

YFC activities are designed to meet these objectives in fun and appealing ways. The national council, consisting of elected YFC members, is organised into five steering groups to help ensure that YFCs meet these objectives. The steering groups are competitions, personal development, AGRI, events and marketing; and the youth forum.

- **Competitions**

Varied and hugely popular, the competitions programme encourages YFC members to try something different while at the same time learning something new and gaining fresh skills. There is something for everyone, ranging from recreational, environmental/community, promotional/marketing, life skills, vocational and cultural competitions.

- **Personal development (PD)**

This group works to offer every member, staff and volunteer the information, skills and training needed to run the clubs, for their own personal development and support with everyday issues, as well as broadening horizons through opportunities for foreign travel.

- **Agriculture and rural issues (AGRI)**

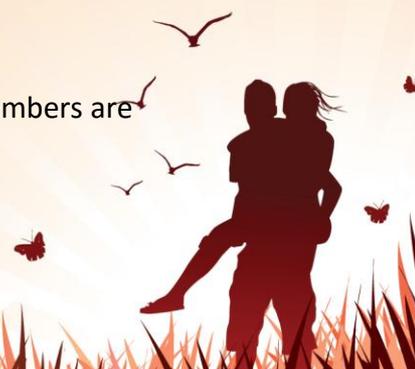
This group helps the members to develop their awareness of agricultural and rural issues that affect their lives and livelihoods. It provides them with opportunities to voice their views and influence the things that affect rural young people.

- **Events and Marketing**

The aim of the group is to help steer the Federation's communications, marketing and events.

- **Youth Forum**

The youth Forum ensures that the voice and views of the younger members are fed into the other steering groups and are considered during the decision-making process.





How is the organisation structured?

The 24,500 members each belong to one of 615 YFCs (Aug 2018). These are grouped into 46 county federations within six regional area federations across England and Wales. Area committees are made up of county representatives who organise area-level competitions and events throughout the year. Areas are further grouped to allow for regional rounds of competitions.



Regional areas and county federations

Northern Region		Southern Region		Wales
North	Eastern	South West	South East	Wales
County Durham	Bedfordshire	Cornwall	Berkshire	Brecknock
Cumbria	Cambridgeshire	Devon	Buckinghamshire	Carmarthen
East Riding	Essex	Dorset	Sussex	Ceredigion
Isle of Man	Hertfordshire	Gloucestershire	Hampshire	Clwyd
Lancashire	Norfolk	Somerset	Kent	Glamorgan
Northumberland	Suffolk	Wiltshire	Oxfordshire	Gwent
Yorkshire		W. Midlands	Surrey	Meirionnydd
E. Midlands		Herefordshire		Montgomery
Derbyshire		Shropshire		Pembrokeshire
Leicestershire		Staffordshire		Radnor
Lincolnshire		Warwickshire	Guernsey	
Northampton		Worcestershire	Jersey	
Nottinghamshire				





Club structure

Young people join YFC for a variety of reasons, such as to make new friends and learn skills. A club officer team takes responsibility for the day-to-day running of the club and reports to the club committee, which is known as an executive or management committee. This committee is responsible for ensuring the club is run safely and complies with the law. To help the club committee make the right decisions, an advisory committee is recruited. This consists of at least six over 18-year-olds who have the relevant skills to assist the club officers. Club leaders are also recruited to help the club officers. The club has a number of chosen representatives who sit on the county federation's executive committee and sub-committees. Each YFC has two votes at the NFYFC Annual General Meeting (AGM).

County federation

The county executive committee consists of a chosen number of representatives from every YFC in the county, as set out in the constitution, and appoints an officer team. The executive committee may have advisory members to assist members in making the best decisions for the county. The county executive committee's remit is far-reaching, so sub-committees are set up to cover a specific area of work, such as staff management or competitions. These committees report to the county executive committee, which makes overall decisions. Your county nominates a representative(s) to attend area meetings and NFYFC council meetings. Representation at NFYFC council is based on a proportional representation system. For example, 1 to 600 county members = 1 rep, 601 to 1,200 members = 2 reps, 1,201 to 1,600 members = 3 reps. The majority of County Federations employ at least one staff member.

Area committee

The area committee is made up of a number of representatives from each county, including the NFYFC member of council for each county within the area, who elect an officer team. The area committee is an important link between NFYFC and county federations and provides a forum for consultation and discussion on topics affecting every club/county federation. It's also responsible for running area competitions, training and events. Two area representatives are nominated to sit on each of the five NFYFC steering groups.

NFYFC council

NFYFC's council is responsible to the membership for policy and governance of the federation and is led by a team of elected officers. It continues the development and leadership of YFC to meet the changing needs of young people, develops the status and image of YFC to the outside world and shapes the programmes of work at its national office.

Board of Management

The Board manages the organisation's strategic business plan, finance, employment and legal obligations. It's accountable to the NFYFC council and consists of a chairperson and vice, the chairperson and vice of council, 4 regional representatives (includes Wales), a HOPS representative, treasurer, trustee and the NFYFC chief officer. Also there are independent members of the board who bring expertise from outside of the organisation to support the ongoing development and management of NFYFC.





Policy and best practice...

One of NFYFC's strategic roles is to set policy. A policy is a set of rules or guidelines, which outlines organisational standards and best practice to create a framework for operation or action. A policy is based on relevant laws and legislation.

As a youth organisation and employer, YFC must have certain policies in place. These include Health and Safety, insurance, Safeguarding and Equality and Diversity. NFYFC has also produced guidelines on how YFC operates in different situations, such as promoting the safe consumption of alcohol and limiting unacceptable behaviour. The following policies are available from your County Office.

- NFYFC's **Health, Safety and Environmental Policy** ensures the health and safety of its employees and members. It's been developed with professional advice that is effective and user-friendly. It explains how to carry out risk assessments for YFC events and activities as well as the procedures and protocols in place to ensure activities are safe.
- NFYFC has a policy for **Safeguarding Children and Young People and Adults at Risk**, which sets out how the organisation works with under 18-year-old members and adults at risk, how volunteers are recruited, what to do in the case of an incident, along with reporting procedures and information on how to recognise signs of abuse. It's a robust policy that's been written with the specialist help of the NSPCC.
- NFYFC's **Standards of Behaviour Policy** clearly sets out what is acceptable behaviour and the process of dealing with YFC members whose behaviour is unacceptable.
- NFYFC's **E-safety Policy** and guidance is intended to offer support, advice and good practice procedures for YFC members, volunteers and staff who use mobile smart phones and internet enabled devices for YFC business.
- NFYFC's **Equality and Diversity Policy** ensures that no employee, job applicant, YFC member, volunteer or contractor receives less favourable treatment through unreasonable or unjust discrimination on any grounds, including age, colour, race, nationality, ethnic or national origin, religious belief, social class, gender, sexual orientation or disability.
- NFYFC's **Volunteering Policy** – This volunteer policy sets out the principles and practice by which we work in partnership with volunteers. The policy seeks to cover recruitment, volunteering agreements, induction, training and support, insurance, expenses and other areas connected with the volunteering role.





Policy and best practice...

- NFYFC's **Drugs and Alcohol Policy** enables members, staff and volunteers to recognise acceptable and unacceptable behaviour within YFC. It helps event organisers to plan good, safe events that will require a Temporary Event Notice if alcohol is served. If a member's behaviour is deemed unacceptable, the policy contains information on the appropriate action to take.
- As NFYFC works with young people aged from 10 to 26, it has a policy on **Sexual Health**. YFC needs to be clear on how to deliver sexual health information to members of varying ages as a 10-year-old requires different information to an 18-year-old. The policy, written with the support of Brook, helps YFCs to understand how to do this.
- NFYFC has an **Anti-bullying Policy** as well as guidance on cyber-bullying. For some members and staff, their time in YFC can be spoilt by bullies. The policy has been written to help YFC members to recognise the signs of bullying and help those who are being bullied. The policy contains information on how to deal with bullies and the necessary action that should be taken.

Policies are available from NFYFC or the County Office.



Affiliation to the NFYFC...

This is a straightforward process, which happens once the first club meeting has taken place and a cohesive group has been formed. The period of time from formation to affiliation varies from club to club and is at the discretion of the county executive committee.

Newly-formed clubs

As soon as a club is formed, an inaugural meeting is held to elect officers and a small committee. A notice of its formation, available from NFYFC, should be completed and sent to NFYFC. On receipt, the club is put on probation and is entitled to make use of all of NFYFC's club supplies.

Probation

Once on probation, all club members for whom the county office holds a membership card are covered by the NFYFC insurance policy. The club remains on probation until, in the opinion of the county federation, it's ready for full membership, has held its first AGM at which it adopted the club constitution, and is stable enough to warrant affiliation to the NFYFC.

Affiliated clubs

Affiliation is granted by the National Federation on the recommendation of the county executive committee. The club committee and county executive committee must complete and send the affiliation form to NFYFC, accepting the conditions. On receipt, NFYFC will forward the certificate of affiliation to the club.

The club remains affiliated as long as it sends its annual return of membership to NFYFC via the county office, carries out its financial and charitable obligations, and observes the other conditions set out in the constitution.

An affiliated club has the right to send voting representatives to NFYFC's AGM. Its members are now members of NFYFC and can enjoy the benefits of the belonging to a national organization for example by taking part in activities and competitions, training, affinity deals and receive Ten26 and other communications organised by NFYFC.



Registering with the Charity Commission...

If your club has an annual income of more than £5,000 then you must register with the Charity Commission. Registering with the Charity Commission offers three main benefits:

- Many grant funders only make grants available for registered charities,
- Registering shows the general public that your organisation is legitimate
- As a registered charity you can sometimes get reduced rates on room hire, printing costs etc.

Registering with the Charity Commission is a simple process that can be done online at www.charity-commission.gov.uk. Before registering, make sure your club has complied with the NFYFC affiliation process and that your county executive committee has endorsed the decision.

You'll need to provide the following information in your application:

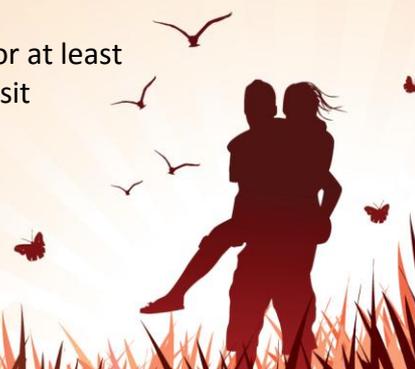
- Your charity's name
- Names and addresses of your trustees (the people who run your charity)
- A governing document (YFC constitution)
- Proof that its yearly income will be more than £5,000 (bank statements or a formal funding offer)
- Proof that your charity is only going to do charitable work
- Proof that your charity will provide a public benefit.

Spend time familiarising yourself with the Charity Commission's website. Read the guidance notes, FAQs and download a blank registration form to be fully prepared when you register.

Once you have registered, the following information about your YFC will be made available on the public Register of Charities:

- Organisation name (including acronyms)
- Contact details (including address and phone number)
- Website address
- Publicly available email address
- Objectives clause in your governing document
- Governing document details
- Activities
- Gross annual income
- Financial year-end date
- Classifications
- Names of trustees.

The information supplied to the public Register of Charities will be held for at least five years. For further information, contact your county officer team or visit www.charity-commission.gov.uk.





Charity Commission Guidance...

Annually, the Charity Commission needs up-to-date information on your charity's aims and activities. The level of information depends on the income of your club.

- If your club's income is under £10,000, you must keep your registered details up to date, eg income, expenditure, trustees, contact details.
- Your club's income is over £10,000 you must submit an annual return.
- If your clubs income is over £25,000 you must also:
 - upload your clubs accounts as a PDF file only
 - upload your trustees' annual report as a PDF file only

The Charity Commission does not need a signed copy of either document.

To give you a specific list of what is required visit the Charity Commission website www.charitycommission.gov.uk and search for your YFC page. Here you will find the information that the Charity Commission already has about your club.

The Annual update has to be sent electronically so it is best to delegate this responsibility to one trustee. If you are your club's main contact, you'll need to visit the Charity Commission website to complete your annual return every year. Make sure you inform the county office of your login and password for their records and keep in the club file where to find the login and password for the account.

Charities have only 10 months from the end of their financial year to file their documents so leave yourself plenty of time. You may also find that the 10 month deadline ends in the summer holidays when no one else is around and it is hard to get hold of information. This often happens when a club has a financial year running from September to September, alongside peak holidays. Make sure your information is prepared and sent to the Charity Commission at the beginning of July at the latest. Extensions are not an option. More details on how to prepare the charity's accounts can be found later in Section 2 of The Source or on the government website www.gov.uk.

If your trustee's details change during the year you have a legal responsibility to update the details with the Charity Commission which can easily be done on their website.

In addition every trustee has a responsibility for reporting a serious incident to the Charity Commission for example theft or fraud. It should also be reported to the police as this is required to make an insurance claim. If this occurs please contact your County Office for assistance.

If you wish to change your club's name, your constitution, or close a club please contact your county office or NFYFC for advice in the first instance.

Guidance on completing the annual return and uploading PDFs as well as video tutorials are available from the Charity Commission website.





Insurance for your YFC...

NFYFC has arranged insurance for your YFC through NFU Mutual, which has a good understanding of YFC and all its activities and programmes. The insurance package is reviewed and agreed each year and covers a number of different situations, such as public and products liability, employers' liability and personal accident for the whole of the organisation – club, county, area and national.

The details of NFU Mutual's insurance cover explains how the different elements of YFC are insured, exemptions, claim amounts and excesses. It's important to have a copy of the document and to read it thoroughly. If you have any queries, contact the NFU Mutual's dedicated YFC team by email: yfc_mailbox@nfumutual.co.uk; or phone: 01789 455378. For liability speak to Paul Entwistle, for property (and travel) contact Jon Beckett and for motor contact Lisa Neal. For claims contact Simon Roberts 01789 202556.

The YFC insurance includes the following:

- Public and products liability insurance covers any awards of damages given to a member of the public because of an injury or damage to their property caused by a member or the YFC organisation. The member or YFC must have acted in a negligent manner or have failed to take reasonable steps to prevent injury or damage
- Employers' liability insurance is compulsory and enables employers to meet the costs of damages and legal fees for employees who are injured or made ill at work through the fault of the employer. YFC is an employer and volunteers are employees
- Fidelity guarantee covers loss of money and other property stolen or taken by an employee or YFC officer
- Personal accident insurance covers every member from 10 to 65 in the event of death or loss of limbs or sight by accident and/or disablement by accident whilst on official YFC business or taking part in a YFC event.

The YFC insurance package also covers the following:

- YFC money where it is lost through robbery, theft or an accident at a YFC premises or whilst in transit. This may include a safe, till, cash register
- Office contents, such as computers and stationery are all insured in the event of fire, lightning, aircraft, storm, flood, burst pipes, earthquake, explosion, riot, impact as well as accidental damage
- Death, injury or theft of borrowed or hired livestock
- Damage to or loss of borrowed or hired vehicles, machinery and equipment
- Trophies
- Hired buildings
- Motor liability
- Damage to farm premises
- Personal effects of staff, judges and stewards
- Travel is not automatically insured.





Your insurance document looks like this.....make sure you have the current copy in your club files.

CONCISE DETAILS OF YFC INSURANCE COVER FROM NFU MUTUAL

**DETAILS OF COVER FOR THE PERIOD:
1st September 2018 to 1st September 2019**

Enquiries regarding this cover should be directed to:

Corporate Insurance
NFU Mutual
Tiddington Road
Stratford upon Avon
CV37 7BJ

Telephone: 01789 455378
Fax: 01789 404260

Principal Contacts:	
Liability	Paul Entwistle
Property (and travel)	Jon Beckett
Motor	Lisa Neal

E-mails should be sent to:
yfc_mailbox@nfumutual.co.uk

Claims should be directed to:
Corporate Insurance Claims Department
NFU Mutual
Tiddington Road
Stratford upon Avon
CV37 7BJ

Principal Contact: Simon Roberts (01789 202556)



NFU Mutual

NFU Mutual is The National Farmers Union Mutual Insurance Society Limited (No. 111982). Registered in England.
Registered Office: Tiddington Road, Stratford upon Avon, Warwickshire, CV37 7JU. Authorized by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. A member of the Association of British Insurers.
For security and training purposes, telephone calls may be recorded and monitored.
www.nfumutual.co.uk





How to prepare a budget...

Preparing and using a budget is vital to make sure your YFC thrives, its events are profitable and, most importantly, that you're able to invest in your membership. A budget is a plan to make sure your income matches or is more than your spending. It allows you to manage the club's money effectively, improving financial decision-making, identifying problems before they occur and allocating resources to activities and projects. A budget will show your supporters that you've thought through your club's activities and their associated costs, demonstrating that you will use investments responsibly and wisely.

When preparing a budget, keep it simple and use last year's as a guide. Some of the income and spending may remain the same, such as the hire of the weekly meeting place, annual insurance, county and NYFVC levies.

No budget is ever 100% accurate. It's always your best idea of what money you think you will need at the time of writing your plan. Things can change during the year as you may have unexpected costs or make more profit than expected at an event.

Firstly, plan what activities and events your club will run during the year. Write down all the likely spending categories that you will need. This is like a shopping list of all the items you will need for your club. Then make a list of potential sources of income, such as membership, subscriptions, grants, donations, events, discos, etc. Fill in the figures under each heading and work out how much income you will need. Some costs can be calculated with accuracy, for example, venue hire costs and levy.

Keep clear notes on how you reached the figures in your budget plan, so that that they can be explained in your monthly treasurer's report.

Use this checklist to help you decide the club subscription fee:

- Will the cost per member cover the annual subscription for the county federation and the national federation, including insurance? Information on the National Federation levy and how it's spent is available from NYFVC on 02476 857 200
- Has the cost increased with the rate of inflation?
- Make it clear what's covered by the membership subscription and what additional costs will have to be paid by members
- Is an event, such as a disco the best use of subscription money or would it be better spent on something else like a residential or training course?





Preparing a YFC meeting agenda...

An agenda is a structured plan for the meeting to make sure it's productive.

- Make sure you have asked other committee members to prepare reports in advance, rather than asking them out of the blue at the meeting
- Ask other committee members in advance for any matters they would like to raise in "Any Other Business". This will help you to prioritise them in advance
- Don't put too many items under "Any Other Business" if they can be deferred to the next meeting as this section can often over-run
- If any items for discussion need background papers or information, prepare them and have copies ready for the meeting
- Allocate a time to each item to make sure you start and finish on time
- Try to stick to the order of the agenda
- Try to ensure everyone has the chance to have their say.





Sample YFC agenda...

(Club Name) YFC
Club meeting to be held on (date) at (venue) at (time).

AGENDA

1. Chairman/woman's welcome
2. Apologies
3. Minutes of the last meeting
4. Matters arising from the minutes
5. Correspondence
6. To receive any reports
7. Any other business
8. Diary dates
9. Date and details of the next meeting
10. Activity/speaker for the evening
11. Close.



Sample chairman/woman extended agenda...

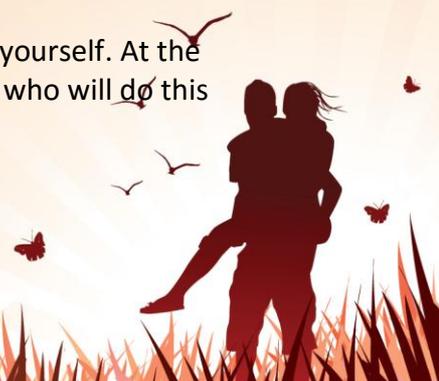
This agenda is just for the Chair and is an aide for them to add their notes too. It will help them run an efficient the meeting and remind them of the key points that need covering.

(Club name) YFC

Club meeting to be held on (date) at (venue) at (time)

AGENDA

- 1. Chairman/woman's welcome**
(Welcome members, new members, special guests and speakers.)
- 2. Apologies for absence**
- 3. Minutes of the last meeting**
(Read out by the club secretary or other nominated member. You'll then ask for the members' approval to sign the minutes as a true and accurate record of the previous meeting. If there are any alterations, you should initial next to the amendment before signing the minutes.)
- 4. Matters arising from the minutes**
(Raise any outstanding actions that aren't itemised on the agenda in the order they appear in the minutes.)
- 5. Correspondence**
(The club secretary should summarise the main points of any correspondence received, including letters, invitations, emails and newsletters.)
- 6. To receive any reports**
(These may be from a county committee, competition, sport or social event or from the club committee, for example, treasurer.)
- 7. Any other business**
(This includes additional items not on the agenda, such as forthcoming events. Prioritise items as this section can prolong the meeting beyond the finish time.)
- 8. Diary dates**
(Inform members about forthcoming activities at county, area and national levels.)
- 9. Date and details of the next meeting**
- 10. Main business of the meeting**
(Hand over to the programme secretary or introduce the speaker yourself. At the end of this section ensure that a vote of thanks is taken. Establish who will do this before the meeting.)
- 11. Close**





Taking minutes...

Minutes form a historical reference and a legal record of the charities' activities and decisions that create an audit trail. Minutes are a record of what took place during a club meeting, including who attended, discussions, actions to be taken and time the meeting started and closed. They are a record of the club's finances, achievements and future plans.

Before the meeting, be fully prepared. Remember to have a copy of the agenda, two pens, paper/minute book or laptop to type up minutes during the meeting. You can even set up a template that follows the agenda and has space under each heading to help save time during the meeting.

Have any correspondence and background information ready. You will need to have the minutes of the last meeting ready to read out and for the chairman/woman to sign as a correct record.

Try to sit next to the chairman/woman to make it easier to answer his/her questions.

Don't try to write everything down. Focus on capturing the main points of the discussion, action points, outcomes and names next to the actions.

If you can't hear, you can't record accurate minutes. Interrupt the meeting and address the chairman/woman to advise that you can't hear. The chairman/woman will then request the speaker to speak louder and clearer.

All official minutes, such as the AGM, with a proposer, seconder and motions/decisions that are carried, should have a minute reference number for future reference. Minute numbers carry on from one meeting to another. For national steering group meetings, each item has a reference number.

Try to write or type up the minutes straight after the meeting whilst it is still fresh in your memory. Keep them concise and to the point. If you are unsure of anything, speak to your chairman/woman and forward a copy to them before the next meeting.

When you write or type up the minutes, keep all matters in the order that they were discussed at the meeting – even if they differ to your agenda. Sometimes items are discussed earlier as someone may not be able to stay for the entire meeting.

If you have typed up the minutes, print them out and stick them into your club minute book as the chairman/woman will need to sign them at the next meeting. You need to have a printed copy of the minutes and a saved version on a computer.

Minute books are available to purchase through the NFYFC Club Shop.





Designing your club programme...

A good club programme details all the club's activities over the next few months, meets young peoples' needs and interests, and reflects the organisations' values and purpose. It's one of the main building blocks of any YFC.

You need a good club programme to:

- attract members
- encourage members to attend
- cater for members' needs and interests with a variety of activities and topics
- learn about new subjects and develop fresh skills
- keep the club alive and interesting
- keep members connected with YFC activities outside your own club
- inform members about what is happening in the club as well as where and when
- inform members about county, area, national and other clubs' events
- help with the organisation and structure of the meetings
- get to know the local area and people through visits or trips
- let parents know what's going on and get consent forms in on time.

Design your programme with a balance of formal, social, learning and fun activities. Your programme will be varied to include a mixture of outdoor and indoor meetings, visits, active and listening activities, joint meetings with other YFCs and open meetings for the community, etc. You could challenge neighbouring YFCs to a debate or discussion. The key to good, stable attendance is to aim for variety and balance. Remember that YFC is not only an educational and social organisation, but also has a commitment to community work, current affairs, international and environment issues – so your programme should reflect these too. Turn to Section 4: The club mix for ideas for your club programme.

Planning in advance will make your YFC less stressful rather than planning week by week. A good tip is for the outgoing officers to plan the first term of the next YFC year to give the new officers time to settle into the club.

It's important that a club programme is published online or in hard copy to let everyone know what's happening when and where, and at what time it starts and finishes.





A club programme should have four sections:

- **The business meeting**
Your club meeting gives members the chance to influence decisions. It unites, informs and is a vital part of YFC. Good business procedure is vital, so make sure new officers attend the club officer training and read the details in Section 1: You've got what it takes.
- **Learning skills**
Your members need to be given challenges to keep them involved in YFC, whether it's through achievements gained by holding office, entering competitions, participating in training opportunities or taking part in international visits. Your members need these aspects of a club programme to develop their skills and gain achievements.
- **Social events**
Socialising is the main reason why young people join YFC. The social aspect of your club programme must be sophisticated and well organised. Try to develop the members' skills to run the social part of your programme. Stay up to date by offering the type of social activities that every young person seeks. Also, remember to encourage involvement in club or county competitions and sports. It's important to get the members to meet YFC members from other clubs.
- **Community engagement**
Building community relations should be included when planning your programme. This in turn will enhance your image and reputation and could bring sponsorship, leadership support or even the offer of facilities which your club will need to run a well-developed programme. Certain activities lend themselves to improving your club's profile, for example, fundraising, working in the countryside and community work.

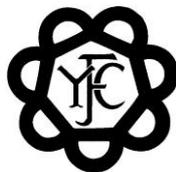
Make sure that members all have a say on the ideas for the programme that suits all ages. Clubs may decide to do some split age evenings etc to accommodate the breadth of membership age range.

Finally, make sure your programme is affordable for everyone, not just those in full-time employment, and above all try to ensure that the programme is appealing to all ages in your club as everyone wants to enjoy YFC.





Example club programme



XXX YOUNG FARMERS CLUB SPRING TERM PROGRAMME

Remember to include your logo and name of club.

Club programmes can be done monthly, termly or yearly

Remember to include County, Area and National dates in your programme. These can be found in the 3 year calendar on www.nfyfc.org.uk

Invite the club's chosen charity/s to give a talk so that all members are aware of what they do

Try to include National competitions into your programme. It will enable members to practice and find a talented member.

Try to include issue based work in your programme to support and develop your members

There are lots of Curve training modules to choose from

Plan your social events well in advance - this will give you lots of time for the planning and paperwork such as risk assessments and parental consent forms

There should be at least two advisory meetings a year.

Remember to include your county office contact information.

Why not try to join up with a neighbouring club for an evening or plan a club exchange?

Month	Date	Activity	Time/Location
MARCH	Tues 1 st March	Club meeting - Programme planning	7.30 pm at Dibley Village Hall
	Thurs 3 rd March	Club Executive Committee meeting	7.30 pm at Chairman's house
	Tues 8 th March	Club meeting - Dog Handling	7.00 pm Dibley Village Hall
	Wed 9 th March	County Executive Committee	8.00 pm County Office
	Tues 15 th March	Club Social evening - games & quizzes	7.30 pm Dibley Village Hall
	Wed 16 th March	Rally meeting	8.00 am Dibley Village Hall
APRIL	Tues 22 nd March	Club meeting - Club Charity Speaker	7.30 pm Dibley Village Hall
	Tues 29 th March	Club meeting - National Trust	7.30 pm Dibley Village Hall
	Sun 3 rd April	Stockjudging practice	6.30 pm Barn Farm
	Tues 5 th April	Ice Skating	7.00pm Icebowl, Snowley
MAY	Wed 6 th April	County Competitions/Events Meeting	8.00 pm County Office
	Tues 12 th April	Club meeting - Drugs Squad	7.30 pm Dibley Village Hall
	Wed 13 th April	Club competitions meeting	8.00 pm Dibley Village Hall
	Sat 16 th April	Club Disco - colour theme	7.00 pm Kings Head Function Rm
	Tues 19 th April	Club meeting - designing greetings cards	7.30 pm Dibley Village Hall
	Tues 26 th April	Club meeting - Farmers' market	7.30 pm Dibley Village Hall
	Fri 29 th April	County disco - silly hat theme	7.00-1.00 Dibbleton Town Hall
	Sat 30 th April	Curve Training - The Safe House	10.30 - 4.00 pm, Hilltop Farm
	Tues 3 rd May	Club meeting - self defence	7.30 pm Dibley Village Hall
	Wed 4 th May	County Executive Committee	8.00 pm County Office
JUNE	Fri 6 th - Sun 8 th May	Annual Convention	Torquay
	Tues 10 th May	Club meeting - Rounders match	7.30 pm Hall Farm
	Tues 17 th May	Club meeting - Ready, steady cook	7.30 pm Dibley Village Hall
	Tues 24 th May	Club meeting - pre-rally meeting & practice	7.30 pm Dibley Village Hall
	Sat 30 th May	County Rally	Hilltop Farm, Edgley
	Tues 31 st May	Club meeting - visit to Trout farm	Finsmore Fish Farm
JUNE	Tues 7 th June	Club Farm Walk	7.30 pm Dibley Village Hall
	Sat 11 th June	Council Weekend	Stoneleigh
	Mon 13 th June	Club Advisory Meeting	7.30 pm County Office
	Mon 13 th - Sat 18 th June	Hosting of Discovery Exchangee	Host families & members involved
	Tues 14 th June	Club visit - trip to herb farm	7.30pm Sage Farm, Mintley
	Fri 17 th June	County 70 th Anniversary Ball	Dibbleton Town Hall
	Tues 21 st June	Club barbeque	7.30pm Dibley Village Hall
	Tues 28 th June	Wildlife talk/visit	7.30pm Dibley Village Hall
Fri 1 st - Sun 3 rd July	Club exchange weekend with Vale YFC	Elmsley	

For further information contact the County Office on xxxxxx
Include your website and any social media profiles - Facebook, Twitter ect.....

This is just an example programme as clubs and counties are all unique. Good programme planning includes all of your members sharing ideas to develop a programme that meets the member's needs. Remember -

- You will need to speak to your county office to make sure that you have all the dates of meetings, training and other events.
- If you need any support planning your club programme you can use The Source, speak to your county or NFYFC.
- Planning your programme at the start of the term means that everybody knows what's going on, and all the organising is done in one go so can enjoy the club programme.



Dates for your Diary

December 2018

- 4th Debate Semi Final
- 6th Regional Committee Meeting
- 11th Debate Grand Final
- 13th County AGM
- 14th Bolton By Bowland's Christmas Cracker
- 22nd Carnival Ball

January 2019

- 1st Annual Duck Race
- 3rd Regional Committee Meeting
- 8th Quiz Round One
- 17th County Swimming Competition
- 22nd Quiz Round 2
- 31st County Management Meeting

February 2019

- 2nd County 75th Dinner Dance
- 5th Quiz Round Three
- 7th Regional Committee Meeting
- 12th County Public Speaking Competition
- 17th County Sports Eliminators
- 19th Quiz Quarter Finals
- 21st Regional Indoor Sports Night

March 2019

- 1st Spring Fling
- 7th Regional Committee Meeting
- 2nd & 3rd Northern Area Weekend
- 5th Quiz Semi Finals
- 12th Quiz Finals
- 24th Rural Skills Day
- 28th County Management Meeting

April 2019

- 4th Regional Committee Meeting

May 2019

- 2nd Regional Committee Meeting
- 2nd – 5th National AGM – Blackpool
- 12th Regional Rally
- 14th County Horse Judging
- 26th County Rally
- 30th County Management Meeting

Club contact details

Jessica Txxxx

Club Chairman

Catherine Gxxxx

Club Secretary

Alison Pxxxx

Club Treasurer

Lancashire County Office

01200 426335

You can find us on Facebook

Bolton-by-Bowland YFC

Registered Charity No

1085589

Bolton by Bowland Young Farmers Club



Club Programme

**September 2018 – July
2019**

***The best rural youth
organisation in the country***

Fun, Learning & Achievement

September Meetings

3rd
*Gazegill Organics
10th
*Stock Judging – Lambs and Ewes
17th
Talk by Richard Schofield on Sheep Shearing
24th
Club Annual General Meeting

October Meetings

1st
Debate Practise
8th
*Stock Judging – Goats
15th
*Visit to Craggs Oil
22nd
North East Lancashire Dyslexia Association Talk
29th
Bowland's Got Talent Rehearsal

November Meetings

5th
BONFIRE NIGHT
12th
*Ten Pin Bowling Practice
19th
Public Speaking Practice
26th
Quiz Practice and Team Selection

December Meetings

3rd
Indoor Sports Night
10th
Hands on Demonstration by Lather & Lite
£2.50 per member
17th
Chairman's Choice
24th & 30th
Christmas Break!

January Meetings

7th
Visit from Myerscough Vets
14th
*Regional Bowling Competition
21st
*Stock Judging – Beef
28th
Prison Officer Talk

February Meetings

4th
Talk on Butchering
11th
*Ice Skating
18th
Ready, Steady, Cook!
25th
*Visit to Guy Machinery

March Meetings

4th
*Stock Judging – Pigs
11th
In Meeting TBC
18th
*Ewe Judging
25th
Talk by a Gamekeeper

April Meetings

1st
Bank Holiday – No Meeting
8th
*Stock Judging
15th
Flower Arranging and Dance Practise for Rally
22nd
*Dairy Judging & Linear Assessment
29th
In Meeting TBC

May Meetings

6th
Bank Holiday – No Meeting
13th
Tug Of War Training/Sports Night
20th
*Pendle Witches Mystery Trail
27th
Bank Holiday – No Meeting

June Meetings

3rd
*Farm Walk
10th
In Meeting TBC
17th
*Clitheroe Treasure Trail – Solving the death of Hesther
Bloomingtail
24th
In Meeting TBC

July Meetings

1st
*Creamy Lancashire Cheese Trail Walk
Members to meet at 6:30 at the Village Hall
8th
*Visit to Taylors Feeds
15th
*Bowland Wild Boar Park
22nd
*Annual Treasure Hunt

*Indicates outdoor meeting – Members to meet at the Village Hall at 7pm unless told otherwise.

For all other meetings Members to meet at the Village Hall at 7:30pm.

For all STOCK JUDGING meetings members must wear clean wellies, a white coat and bring a pen.



Your YFC Annual General Meeting AGM...

An AGM is a formal meeting held once a year. It provides your trustees and/or officers with the opportunity to explain their management of your YFC to the members. It also offers the members an opportunity to ask questions before voting on business items on the agenda.

The club constitution will state when it must be held. This may be in a particular month or within a certain period after the end of the financial year. You must give at least one month's written notice to all members of the date, venue and time of an AGM, and it must be held within three months of the end of the YFC's financial year.

The following people should be given notice and invited to the AGM:

- The members
- The president, vice-president, club leader, associate members
- Advisory committee members
- The county member of staff or a nominated representative of the county federation.

The AGM must include:

- The adoption of the annual report and audited (or independently examined) statement of accounts
- The election of officers
- The election of auditors (election of person to audit or examine the club accounts)
- The presentation of the annual return of membership for the club year just ended
- The election of club leaders, advisory and president.

Elections should be carried out by secret ballot.

Sample notice of meeting

THE ANNUAL GENERAL MEETING of (club name) YOUNG FARMERS' CLUB will be held on (date) at (venue), commencing at (time). All members are requested to attend.

I look forward to seeing you.

Yours sincerely,

(Club secretary)





Sample YFC AGM agenda...

Your vote is vital to YFC democracy. Make sure it counts by voting at your AGM.

(Club Name) YFC
AGM to be held on (date) at (venue) at (time).

AGENDA

1. **Welcome by president**
2. **To receive apologies for absence** (list read by chairman/woman)
3. **To appoint tellers** (counters of votes at the meeting)
4. **To receive the minutes of the last AGM held on (date)** (read out by club secretary)
5. **To receive and adopt the annual report** (presented by outgoing chairman/woman)
6. **To receive and adopt the audited or independently examined statement of accounts** (presented by the treasurer)
7. **Election of person to audit or examine the club accounts**
8. **To receive and adopt the annual return of membership**
9. **To confirm the annual subscription**
10. **Election of president**
11. **Election of vice-president**
12. **Election of trustee(s)** (if the club has them)
13. **Election of advisory committee**
(one-third of the committee to be elected in three-year rotational blocks)
14. **Election of club officers:**
 - a. Chairman/woman
 - b. Vice-chairman/woman
 - c. Club secretary
 - d. Treasurer
 - e. Club leader(s)
 - f. Programme secretary
 - g. Press officer (continue as relevant to your club)
15. **Election of representatives to county executive committees**
16. **Election of club committee representatives** (in addition to club officers)
17. **Election of representatives to county committees, for example:**
 - a. Finance and organisation
 - b. Competitions
 - c. Development and education
18. **Any motions for decision**
19. **Presentation of awards**
20. **Welcome by new chairman/woman who thanks outgoing chairman/woman**
21. **To confirm the date of the next AGM as (date)**
22. **Close**





Sample YFC annual report...

An annual report provides a clear picture of your club’s activities and financial position over the past year. Every club, even if it is not registered with the Charity Commission, must produce a report to comply with charity law.

Annual Report

(Club name) YFC

- 1. Trustees’ name** – Only if separately appointed to hold assets
(Note that the club committee members are trustees in law unless they are under the age of 18 in which case either the club leader(s) or advisory member(s) would be nominated to take this responsibility at the AGM.)

- 2. Committee members’ names and office**
 President
 Chairman/woman
 Vice-chairman/woman
 Secretary
 Treasurer
 Other e.g club leader

- 3. Report on the year’s activities**
(Six to ten lines is adequate and should say what education provision the club has made for young people in your area. A balanced statement about learning, leisure, community and environmental activities and achievements, and why they are crucial to a personal and social education is needed here.)

- 4. Comment on financial accounts**
(Three to six lines is adequate to state how the overall financial picture enabled the club to achieve its programme of activities.)

Signed:.....

Club secretary

.....

Chairman/woman

Date:.....





Appointing new club officers...

Those taking on a voluntary position of responsibility within clubs, including but not limited to officers, leaders, advisory, parental helpers, coaches/producers, presidents and trustees will be required to undertake safe recruitment procedures. This will differ in each club depending on how the club is run e.g a junior club, school or an open club etc. Individual roles should be assessed by the club/county against the definition of regulated contact and also based on their specific role within YFC in order for the correct safe recruitment procedures to be followed. Information on which roles require a DBS check can be found in the Policy for Safeguarding Children and Young People and Adults at Risk or by contacting NFYFC.

For those people you have identified (generally for club officers) at the AGM they should (with the help of the County Office):

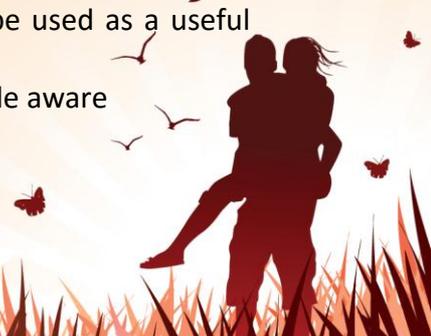
1. Be proposed and seconded which is recorded in the meeting minutes.
2. Be given a copy of their club officer role which details their role and responsibilities.
1. Complete a short application form which asks them to provide two referees and includes a declaration statement (The proposer or seconder at the AGM meeting can be nominated as one of the referees. The second reference should be obtained from outside the YFC community, from an employee, college or university tutor).
2. All roles considered as 'regulated' contact with children and young people must complete the correct level of criminal record (DBS) check, through the process used by your county federation which may be a registered umbrella body or alternatively the use of an external umbrella body or an online provider.
3. Once the applicant receives their DBS certificate they must show it to the person responsible for carrying out the checks.
4. Register for FREE within 30 days on the DBS update service and your DBS will become portable.

The person who is responsible for carrying out the checks (normally county staff) will:

3. Email/send the named referees the reference form for completion and return.
4. Check the completed references, notify the club of the outcome and file with the application form.
5. Check the DBS certificate notify the club and keep the records up-to-date.
6. Renew DBS checks after 3 years.

All club officers should receive a handover/ induction to their role from their predecessors and attend club officer training when offered by the club or county as this will supply them with the information they need to undertake their role successfully. Along with the continued support of the county office The Source guidance can also be used as a useful reference guide to running a club.

Note: Before members apply for positions within YFC they should be made aware of the law around relationships whilst in a position of trust. This will help them make informed decisions around their application.





AGM: Voting rights...

- Each YFC member has one vote, and all matters will be decided by a majority of votes of members who are present and voting
- The chairman/woman of any meeting has one vote. When the number of votes for and against are the same, they have the casting vote
- Club leaders (unless a member of the club), associate members, advisory committee members and the county organiser, or the nominated representative of the county federation, cannot vote at the club's meetings
- The vice-president and life members don't normally have a vote. However, check the club constitution to clarify as these posts carry a vote in some clubs.

There should be two tellers to count votes who cannot vote themselves.

For decisions made at ordinary meetings, club committee or sub-committees, the quorum (the minimum number of individuals that must be present to make a meeting valid) is one-quarter of the club and one-quarter of any committee or sub-committee.



AGM: Standing orders...

Standing orders are the procedures and protocols that ensure the AGM is run fairly and correctly. The meeting will be chaired by either the president or a vice-president. If neither is available, the chairman/woman will take on the role. The business of the meeting follows the agenda unless the chairman/woman asks and receives the permission of the meeting to vary the order. A record of attendance must be kept of each meeting.

Motions to overturn resolutions previously passed by the general meeting must be printed on the agenda. To be carried, a motion needs a two-thirds majority of the members present and voting.

During a debate:

- A member will stand to speak and face the person chairing the AGM
- A member will stick to the subject under discussion, although he/she may raise a point of order or answer a point of order from the floor
- A member cannot speak more than once on any motion or amendment although the proposer may have the right to sum up
- The member currently speaking must immediately sit down whenever the chairman/woman rises during a meeting
- Before an amendment is discussed, the chairman/woman should ask for a copy of the amendment in writing
- A motion or amendment can't be discussed or put to the vote until it has been seconded. (An amendment attempts to change or improve the original proposal and can add words, delete words and substitute words, or put forward a counter proposal)
- Only one amendment can be discussed at a time. If the amendment is carried, the motion (as amended) becomes the motion to which further amendments may be suggested.

Any member may move, "That the question now be put" to end the discussion and move to a vote. If the motion is seconded and carried by a majority, then that motion or amendment is voted on immediately as long as the proposer has been offered the right to reply.

Voting on anything except elections can be by a show of hands. If the outcome is uncertain to either the chairman/woman or the members, the votes will be counted by the tellers.

The chairman/woman can invite visitors to an AGM to speak.

Resolutions to amend or suspend standing orders can be made as long as these changes don't break the club constitution.

The chairman/woman's ruling on points of order, procedure or conduct can't be questioned.





AGM: Elections (trustees, officers and leaders)...

Trustees

At the AGM and according to the club constitution, the club must appoint a management committee consisting of at least three people among the club chairman/woman, vice-chairman/woman, club secretary, treasurer and leader. Members of this management committee are the charity trustees. The Charity Commission will see this committee as holding legal responsibility for the day-to-day management of the club, ensuring it is meeting its charitable objectives and legal requirements.

All of these committee members must have reached their 18th birthday and they act as the trustees with legal responsibility for the management of the club. The committee can co-opt a minority of members under 18 without powers to vote on matters that affect the management of the charity.

The club can also form other sub-committees for specific purposes, such as programming or event organisation. These sub-committees cannot act without the authority of the club committee.

Your club may have elected trustees and they are recognised as holding trustees by the Charity Commission but are not the trustees of your club. Holding trustees are responsible for your club's assets, investments and reserve funds. It's their responsibility to make sure all of these are working well for your club, for example, earning the highest rate of interest available.

Officers and club leaders

At the AGM, the following club officers are elected from among the members: chairman/woman, vice-chairman/woman, club secretary and treasurer. Additional officers can be appointed if desired. All elected officers undertake the role for a year and can be re-elected.

Someone who is a member of two or more YFCs cannot hold office in, or represent, more than one club at a time.

The club leader is also elected by the club at the AGM. Before the AGM, a committee made up of the retiring club committee and the advisory committee meets to nominate a person as its candidate for election as club leader. This doesn't prevent members from making their own nominations. The retiring club leader is also eligible for re-election.

Even if a club leader is 26 or under, he/she can still take part in all activities.





AGM: Checklist...

- Have the members and president agreed the date, venue and time of the AGM? Has the venue been booked? If your president can't chair the AGM, which vice-president will deputise?
- Are you having a pre-AGM meeting to discuss who might be willing to stand for the various YFC jobs? If so, when and where is it?
- What's on the agenda? Do members know by which date motions should be received?
- Do you have a copy of the minutes of the last AGM? Has every action been done?
- Is there a current copy of the signed club constitution available in the minute book?
- Have the members, club leaders, president, vice-president, advisory and associate members, county organiser and special guests been invited in writing and given a copy of the agenda with at least one month's notice?
- Do you know which members of the advisory committee are due to retire this year? If not, check 21 days before the AGM. When is the next advisory committee meeting? Have you told the new advisory committee members the date?
- Have the accounts been audited or independently examined within three months of the AGM? Has a copy been sent to your county office? Has it been signed by the auditor?
- Who will present the information on the annual report, statement of accounts and annual return of membership?
- Are there enough ballot papers available?
- Are the club's trophies accounted for and have they been valued for insurance in the last five years?
- Has the club programme for the next few months been produced at least 14 days before the AGM for each member to take away a copy? Do they know which county and NFYFC competitions are being entered by the club? Have they been selected? Do they need training? How? When? Where? By whom?
- Will there be refreshments after the AGM? Who's organising this?
- After the AGM, does every new officer know what is expected of him/her and has every new officer been given a copy of their job description?
- Have the minutes and correspondence from the meeting been written up promptly?
- Does everyone know what, when and where the next meeting is?
- Is there anything else that needs to be done?





Arrangements for an under 18 years old club officer team...

There are some YFC clubs where the club officers are all under the age of 18 year old. When this is so the club needs to adapt their procedures as follows.

Section 10 of the Open YFC Club Constitution reads:-

10. CLUB COMMITTEE

At the Annual General Meeting, the Club shall appoint a Management Committee consisting of at least three people from among the Club Chairman, Vice Chairman, Secretary, Treasurer and Leader. All such Committee Members must have attained their 18th birthday and they shall act as the Trustees with legal responsibility for the management of the charity. The Committee may co-opt a minority of members under 18 years of age without powers to vote on matters which affect the management of the charity.

- Where all Officers of the Club are under the age of 18, the AGM should appoint a Management Committee of at least 3 people over the age of 18. We suggest that 3 Clubs Leaders are appointed (if all over the age of 18) or nominations are drawn from the Club Advisory Committee (those over the age of 18).
- It is important that this is properly documented in the Minutes of the AGM and a signed copy is kept with a copy of the Club Constitution for period of time that the Management Committee is made up of Club Advisory Committee members or Club Leaders and not as documented in the Constitution.
- In the case of a Junior YFC Club, we suggest that the Constitution for that Club is amended as the fact that the Officers of the Club are u18 years will be a permanent feature. The NFYFC can advise on how an amendment can be made to the Club Constitution, and must be consulted before a Constitution is amended (see section 17 Alterations to the Constitution).

Safeguarding Children and young People

NFYFC policy is written on the notion that club officers are 18 years old and over. Where this is not the case, and where policy refers to the responsibilities of club officers this will transfer to the management committee of the club.

The management committee must ensure that appropriate structures and procedures are in place for the implementation of the policy. For instance that they identify and safely recruit suitable adult volunteers who will take on the supervision of the younger members and delegate roles for the day to day running of the club. Under 18 years old members cannot legally supervise other minors as they are still seen as children in the eyes of the law, regardless of their maturity or competence.





Closing a Club...

YFC does not want to lose any of its clubs but, inevitably, some will close due to reasons beyond members' control. The following guidance will help you decide what's the best option for your YFC and guide you through the closing process if that's your club's decision.

Ask your county officers for help

- Arrange a meeting with your county officer team, county staff, members, leaders and advisory committee, and discuss the reasons why the club is needing to be closed.
- Explore all the options available to your club. This might include:
 - closing the club
 - reviving the club – running a recruitment drive
 - closing the club and open a new one in another village with new officers and leaders
 - putting the club into abeyance (temporarily inactive for up to 6 months then making a decision at to stay open or close)
 - merging with another club

If, in the end, you chose to close your club follow these simple steps:

Call a meeting

- The club treasurer needs to finalise and audit the accounts ready for the meeting.
- The chairman needs to call a meeting of all interested parties - a small advert in the local paper, for example, if you have lost touch with former members. You must give 14 days' notice of the date, place and time, of the meeting.
- If accounts can be made available for mailing with the notice of the meeting, this is preferable. If not, they must be available on the night of the club meeting.
- Ensure that someone from the county federation (e.g. county chairman) is present to conduct proceedings.
- Ensure that someone will take minutes of the meeting.

At the Meeting

- The club chairman should lead a debate about the future for the club and why the decision has been made to close. There might be overwhelming support to keep the club going or if the debate reaches the conclusion to close the YFC, a formal resolution can be accepted from a member stating:

"That the club be closed and that all monies, financial records and other assets be transferred into the safe keeping of the county federation".

Note: It is acceptable to take a resolution that the club be put into abeyance, but all assets, records and finances must still be lodged with the county federation.

Only current members can vote on the closure of the Club. However, if no, or only a few, current members are present a decision can be made for the entire gathering to vote as long as it is noted in the minutes who took the decision.





Closing a Club...

Your Legal Responsibility

If your YFC is registered with the Charity Commission certain legal protocols must be carried out: The trustees must make sure that:

- The club's funds are not spent on things that would not normally have taken place i.e a closing party.
- A final financial report and a signed copy of the final meeting minutes are sent to the Charity Commission and the county federation.
- The club's bank account(s) is closed and any remaining funds are transferred to the county federation for safe keeping. The club funds will be itemised and restricted in the county's accounts for up to seven years.
- Any remaining physical assets of the YFC, all its past minutes and financial records, preferably for the previous six years, are given to the county federation for safe keeping.

Following the meeting

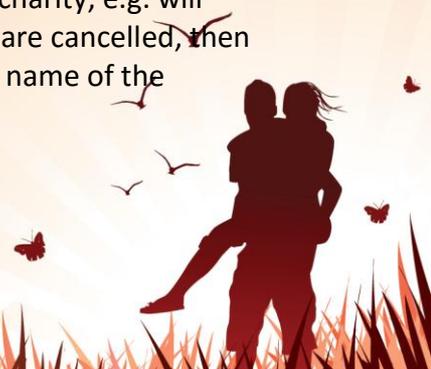
- You must gather together the club's files including:
 - ✓ Previous financial records
 - ✓ Current financial records
 - ✓ Minutes, attendance books and club books etc
 - ✓ Club Trophies (check these against previous AGM Minutes)
 - ✓ Any other assets
- Arrange to take everything to the county office. It is helpful if you can provide an itinerary of everything you are handing over.
- Help introduce any remaining members to another YFC.

Where two YFCs are involved

Sometimes a decision is made to join two YFCs together. The correct way is to close both YFCs and open a new club with the new joint name. To aid the process, it is advisable for:

- The clubs to set up a joint working party to plan a merger. This working party should contain at least the chairman and leader of each club. The working party should consider every aspect of the new YFC and how existing aspects of the club's items fit together, for example:
 - The name of the club
 - The financial structure, including bank accounts
 - The number of awards/trophies.

There must be a recommendation on the proposed structure of the new charity, e.g. will one or both club's Charity Commission registrations be cancelled. If both are cancelled, then a new registration will have to be organised. If one is cancelled, then the name of the ongoing charity will have to be changed.





Closing a Club...

During the process, both clubs should hold an ordinary meeting to discuss the working party report. This process should continue until both clubs have accepted the recommendations.

Once a decision has been made, both clubs should call a finalisation meeting and should formally propose that the working party report be adopted and the current clubs cease to exist. The formal closing procedure steps should then be applied. It is possible to hold the wind up meeting and the first meeting of the new club at the same time.

When the decision is made to close one YFC and keep one open then you will need to formally close one club following the procedure already mentioned and enroll all members in the remaining or new club.

For further information and advice please contact the NFYFC. Email: post@nfyfc.org.uk or ring 024 7685 7200.