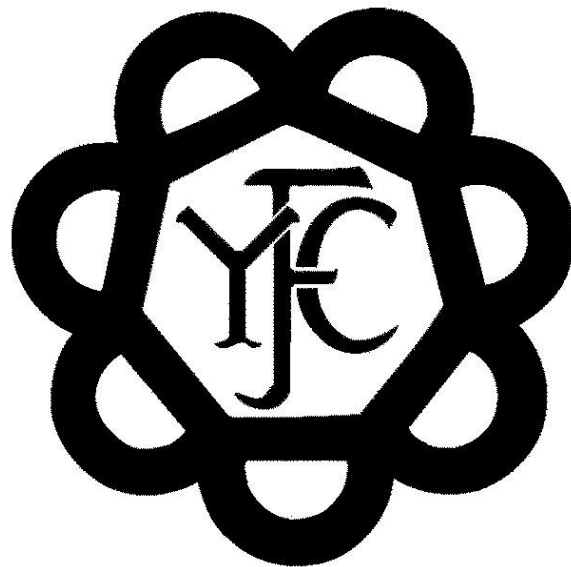


National Federation of Young
Farmers' Clubs



Club Officer Profiles

Club Chairman

(Reviewed Nov 2007)

Introduction

The purpose of this booklet is to outline the role of club chairman for those who are either considering taking on the role or who have recently been elected.

How to use this booklet

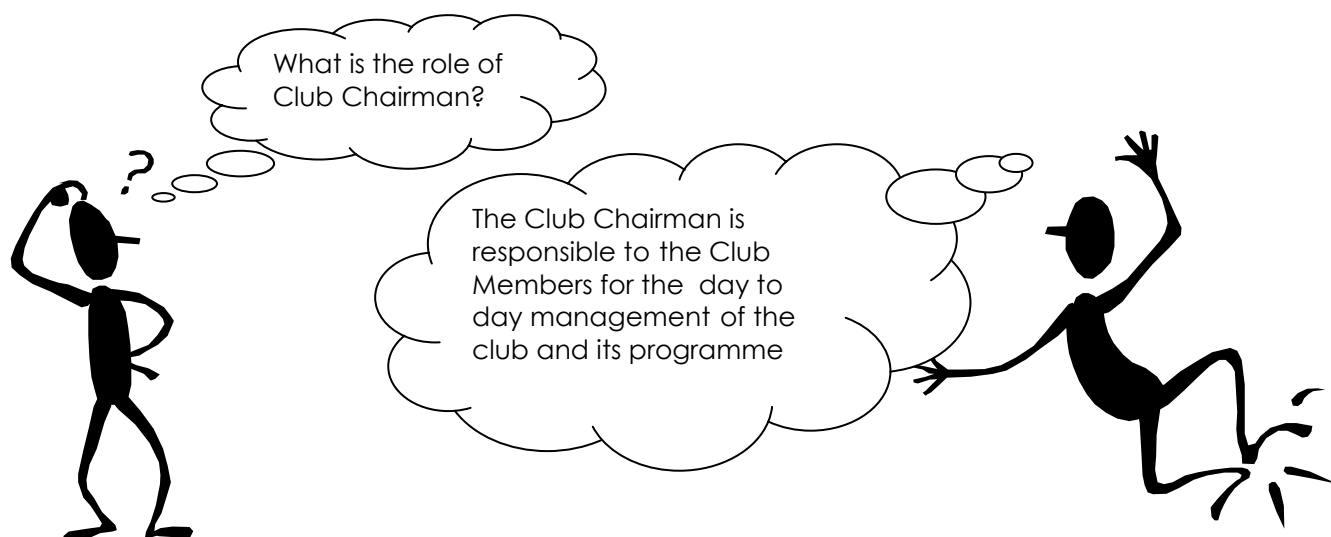
This booklet can be used as:

- ✓ An overview of the role for those considering taking on the role.
- ✓ An aide memoir to those who have been elected.
- ✓ The basis for a training course for new club chairman.
- ✓ A discussion document for outgoing chairman and incoming chairman.
- ✓ As a gift to every new Chairman and Vice Chairman on election.

The booklet contains the following:

- The Role of Club Chairman
- Overview of the main activities
- Chairing Meetings
- Member Participation
- Running a Club
- New Members
- Representing others
- Promotion of YFC
- Programmes
- Further Information

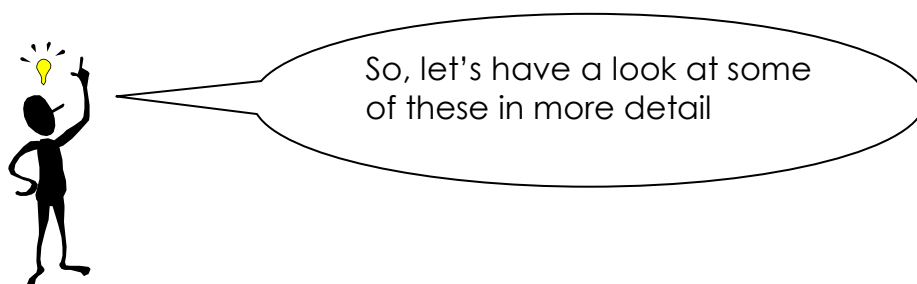
The Role of Club Chairman



Overview of Main Activities

The Club Chairman's main activities during the year of office include:

- ☉ Chairing Club Meetings.
- ☉ Working with others to ensure that correct Health & Safety and Safeguarding Children and Young People procedures are followed.
- ☉ Encouraging and enthusing members of the club to get involved in activities and take responsibility for their actions.
- ☉ Work closely with the Secretary, Treasurer and Club Leader(s) in ensuring the smooth running of the club.
- ☉ Ensuring new members are made to feel welcome and included.
- ☉ Representation of your club members' opinions at other levels e.g. county, advisory committee etc.
- ☉ Promotion of YFC to your local community.
- ☉ In conjunction with your club leader(s) and committee ensure that your club programme is exciting and varied.
- ☉ Be prepared to make a speech at Club events and the AGM.



YFC Policies

The club chairman will have to work closely with the club officers, club leaders and county staff to ensure that the necessary requirements have been met for each activity with regard to health & safety and child protection.

Health and Safety

Your club should have a health & safety policy. As part of this policy, a risk assessment should be carried out for each club meeting. Whilst it is not necessarily the club chairman's role to carry out risk assessments, it is important that the club chairman ensures it is done and is aware of: a) the procedures involved with carrying out a risk assessment, b) the implications of not carrying out a risk assessment and c) whether or not an activity is covered by NFYFC's insurance policy. A copy of the summary of insurance, which is arranged by the NFU, can be found on the NFYFC website. Make sure you have a copy available and that you know what activities you are covered for. A club officer guideline card is available on this subject.

Safeguarding Children and Young People

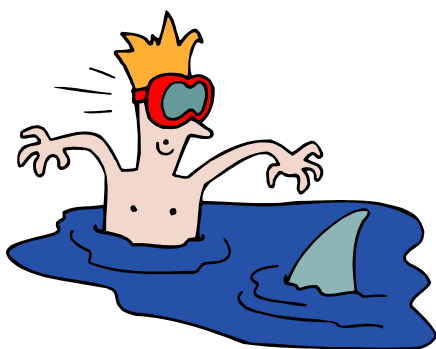
Your club should also have a safeguarding children and young people policy. The club chairman should be aware of the club's procedure regarding child protection and the use of parental consent forms. Your club should use parental consent forms for any member aged under 18. For further information, contact your county office for guidance. A club officer guideline card is also available on it.

Drugs and Alcohol

Your club should have a Drugs and Alcohol policy which should be implemented at club meetings and events. The policy includes helpful information and advice for when you are organising an event where alcohol will be present. For further support and guidance, contact your county office. A club officer guideline card is also available on this subject.

Anti-bullying Policy

NFYFC takes bullying very seriously. To ensure that bullying does not take place in your club, adopt the policy and make sure that all the members are aware of it. For further support and guidance, contact your county office. A club officer guideline card is also available on this subject.



Chairing Club Meetings

Meetings are a crucial part of ensuring the smooth running of your club for a number of reasons:

- They are a way of disseminating important information to members about forthcoming events
- It ensures that members are involved in the decisions that need to be made
- It enables members to have the opportunity to raise any questions or make suggestions

Therefore it is vital to ensure that they are planned well. There are three elements to running an effective meeting, things to be done BEFORE, DURING and AFTER.

Here are a few helpful hints to achieve an effective meeting.

Before the Meeting

1. With your secretary decide on a format for an agenda, try it and if it goes well, do your best to stick to it.
 2. Always plan your agenda with your secretary.
 3. Ensure that any guest has confirmed they will be attending.
 4. Ensure that the venue has been booked, the room is prepared and a basic risk assessment has been carried out.
- NB: You can delegate points 3 and 4, but just make sure that the person who it is delegated to has done it!
5. Arrange host and vote of thanks for the guest.
 6. Delegate responsibility to others for reports e.g. Sports report, Report from last County meeting etc. But make sure you give them plenty of notice.
 7. Ensure that consent forms have been received (if necessary) for outings after the meeting.

After the Meeting

1. Ensure that the people who have been delegated to undertake actions have done so.
2. Maintain contact with your team.
3. Offer any support they might need.
4. Make sure that members are picked up/leave the meeting safely.
5. Evaluate the session.
6. Ensure a thank you letter is written to the guest with payment if necessary.
7. Start preparing for the next meeting!

During the Meeting

1. Always start your meetings on time.
2. Do not sit down until you are ready to start the meeting (this shows that you are in control).
3. Welcome everyone. If you have guests or new members, ensure they are introduced and they know who everyone else is. This will put them at ease and make them feel welcome.
4. Stick to the agenda as much as possible, this will help you maintain control of the meeting.
5. Encourage all members to participate.
6. Try not to allow the meeting to get side tracked; this could cause the meeting to run over.
7. Summarise decisions and actions both during and at the conclusion of the meeting.
8. Finish on time!

SAMPLE AGENDA

Club Name YFC

Club Meeting to be held on 23 May 2010 at YFC Room, Parish Rooms, Any town at 8.00pm

AGENDA

1. Chairman's Welcome

- Hints:** The Chairman should include
- a) Any Special Guests (E.g. President, County Rep)
 - b) Any Speaker (Give the topic for the evening as well)
 - c) Any new members (It will make them feel welcome)

2. Apologies

3. Minutes of the Last meeting

- Hints:** To be read out by the Secretary or other nominated member

The Chairman then asks the club members approval to sign the minutes as a true and accurate record of the meeting. If there are any alterations which need to be made, the Chairman should initial next to the amendment prior to signing the minutes.

4. Matters Arising from the Minutes

- Hints:** The Chairman should ask for
- a) Any actions which are not on the agenda for the meeting

5. Correspondence

- Hints:** The secretary should summarise the main points of any correspondence received.
This should include letters and newsletters received by the club.

6. To receive any reports

- Hints:** These may be from a County Committee, competition, sport or social event or from the club committee

7. Any Other Business

- Hints:** This can be used to remind people of forthcoming events
BE CAREFUL however as this section can prolong the meeting beyond the planned finish time.

8. Diary Dates

- Hints:** This is a good opportunity to let members know about forthcoming activities at county, area and national

9. Date and details of the next meeting.

10. Main Business of the Meeting

- Hints:** The Chairman should at this point hand over to the programme organiser or introduce the speaker themselves.
At the end of this section ensure that a **Vote of Thanks** is taken. It is useful to establish who will do this prior to the meeting.

11. Close

- Hints:** The chairman then declares the meeting closed.

Encouraging and enthusing members of the club to get involved in activities

Some key points to think about here are:

- ✓ Be enthusiastic and supportive of members.
- ✓ Be impartial but firm in any discussions.
- ✓ Be open to ideas from members.
- ✓ Ensure you are friendly and open to all.
- ✓ Be tolerant and understanding to those in need of help.
- ✓ Ensure you maintain high standards by setting a good example.
- ✓ Know your team and what makes them tick!
- ✓ Learn to delegate!
- ✓ Remember that you are responsible for all club activities, so it is essential that your members support you!

Work closely with the Secretary, Treasurer, Committee Members and Club Leader(s) in ensuring the smooth running of the club

- ✓ Ensure the club is acting within the law in relation to all its activities. Make yourself aware of the requirements for Licensing, Health and Safety, Child Protection, Insurance etc. Or identify people who can take on these tasks. (But remember, tasks can be delegated, but you are still responsible for members' actions.)
- ✓ If you don't know then ask for help. There are many people (advisory, county reps etc.) who you can turn to.
- ✓ Provide support to the other officers to ensure they are fulfilling their duties
- ✓ Know your constitution and don't be afraid to use it.
- ✓ Get to know the other roles within YFC to enable you to provide/identify support for other members/officers.
- ✓ Communicate with everyone, not just a few.
- ✓ Encourage teamwork amongst all club members.
- ✓ Don't be afraid to delegate work to others, but make sure they are able to do it.
- ✓ Make sure you have a list of contacts.
- ✓ Be open to discussion and debate.
- ✓ Be firm but fair.
- ✓ Make sure you pass information on to those who need it.

Ensuring new members are made to feel welcome and included

It is worth remembering that "without members, YFC does not exist"

Therefore it is important to look after people who have come along for the first time to see what YFC is all about.

A few thoughts from NFYFC's Recruitment and Retention guide on retaining members: -

Ensure you have spare copies of the club programme to hand

One reason given for why members might leave is "members not speaking to me and not making me welcome"

Why not try appointing a New Members' officer to help make people welcome

"It is a lot easier to hold members than to recruit from 'cold'"

Don't wait for them to speak to you. Make the first move and speak to them.



Representation of your club members' opinions at other levels e.g. county, advisory committee etc.

As Club Chairman you will be expected to attend a variety of different meetings to represent your clubs views. These might include:

County Meetings
Advisory Group
Area Meetings

It is important that you represent the views of your club, not your own opinion.

The following list of hints for representing others should help.

- ✓ Talk regularly to all your club members
- ✓ Be aware of the club members interests
- ✓ Be able to express an opinion clearly
- ✓ Ensure you report back to club members and are able to explain the reasons for decisions/actions being taken
- ✓ Understand when you need to refer back to your members for a decision
- ✓ Stand your ground when you feel you are right
- ✓ Be firm but flexible within your remit

Promotion of YFC to your local community

There are a number of advantages to promoting YFC within the local community. These could include:

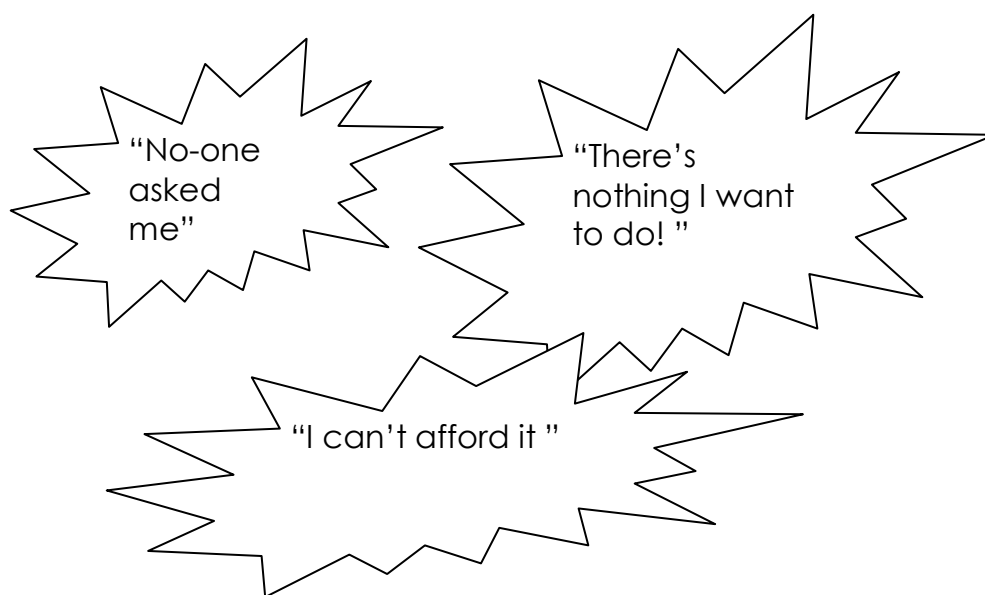
Attracting new members
Funding/Sponsorship
Attracting new supporters
Creating a positive image of YFC in the locality

Remember that you are the face of your club within your local community; so be prepared to portray a good image of your club.

In conjunction with your club leader(s) and committee ensure that your club programme is exciting and varied

It is not your responsibility to devise the programme, but it is your responsibility to ensure that the programme is exciting and varied.

How many times have you heard the following?



Some pointers here include:

Find someone who is willing to take on the role

Ask the members what they want to do

Exciting And Varied Programme

Contact your County Office for support in involving all members

Plan ahead

Publicise events well – Newsletters, text messaging, website, email etc.

Ensure activities are varied and relevant

As Chairman, it is important that you attend the activities and support them (even if you don't feel like it! People will notice if you are not there!)

And smile and be happy!



Some resources which you might find helpful:

NFYFC Website – www.nfyfc.org.uk

NFYFC Recruitment and Retention Pack

Club Constitution

County Office

NFYFC Office (Tel: 02476 857200, email: post@nfyfc.org.uk)

Skills for Life Programme

NFYFC/County Health and Safety Policy

NFYFC/County Child Protection Policy

Competitions programme

Countryside Challenge

Leadership Development

Training Techniques courses

Checklist and Sample Agenda for a Club AGM (Available from NFYFC)

Committee Procedures (Available from NFYFC)

And Finally.....

A few words from some Club Chairmen!



Good Luck!!

APPENDIX

Example Parental and Medical Consent Form

XXX AND DISTRICT YOUNG FARMERS' CLUB – PARENTAL AND MEDICAL CONSENT FORM FOR CLUB MEETINGS (a consent for for trips and residential is also available)

VENUE: XXX DATE(s): XXX TIME: XXX

Name of Club/Organisation:

Name of Participant:

Address:

Telephone:..... Age:..... Date of Birth:..... Male / Female

Two responsible adults who can be contacted in an emergency:

Name 1: Address:

Telephone (home): (work): (mobile):

Name 2: Address:

Telephone (home): (work): (mobile):

MEDICAL HISTORY

Name of Doctor: Address:

..... Telephone:

Have you ever suffered from any of the following conditions?

Diabetes, Asthma, Migraine, Epilepsy, bad period pains or any other illness

YES / NO If yes, give details

Are you allergic to anything (e.g. antibiotics, penicillin, elastoplast, aspirin or any such medicines, any particular food etc.)?

YES / NO If yes, give details

Are you receiving any medical treatment or on any prescribed medication?

YES / NO If yes, give details

Details of any medication to be taken, include frequency and any relevant side effects?

.....
Do you have any disabilities? YES / NO If yes, give details

Do you have any other special needs? (dietary, wheel chair access).....

IF YOU ARE UNDER 18 YEARS OF AGE PLEASE GET A PARENT/GUARDIAN TO SIGN THE FOLLOWING DECLARATION:

I have read and understood the *attached club programme* and hereby give my consent forto take part in this/these events. I understand that the insurance policy is made available to me *via the County Office* or NFYFC website and understand the extent and limitations of the insurance cover provided.

Signature of Parent/Guardian: Date:

The above medical information is correct as far as I know. In the event that I cannot be reached in an emergency, I hereby give my permission to the physician, selected by the *chairman/club leader* acting on behalf of the club to hospitalise or treat my son/daughter, including proper anaesthesia, injection, or surgery.

Signature of parent/guardian: Date

Under the Data Protection Act 1998 we need to obtain your consent before photographing your son/daughter. We therefore ask your consent for still photographs to be taken of your son/daughter either by XXX Young Farmers Club for use within displays, the website or for marketing and advertising purposes, in addition local press may also photograph participants on occasions. I also consent for photographs to be used in publicity and marketing for NFYFC.

I offer / do not offer consent (delete as appropriate): Signature.....Date

RISK ASSESSMENT

A Risk Assessment is a careful examination of what could cause harm to people so that a judgment can be made as to whether enough precautions have been taken or whether more should be done to prevent harm. The key judgment is whether a hazard is significant and whether the precautions taken make the risks small. There are five steps to follow:

- Look for Hazards** – look for significant hazards that could result in serious harm. Ask other people in the setting for their views and for information about hazards they have noticed;
- Decide who might be harmed and how** – consider everyone who may be in the setting, including volunteers, members, the general public and guests;
- Evaluate the risks and decide whether existing precautions are adequate or whether more should be done** – Look at ways of removing the hazard or, if this is not possible the ways of controlling the risks.
- Make a record of your findings** – A blank standard form is overleaf
- Review assessments and revise if necessary** – it is good practice to review the risk assessments in order to check whether procedures are still effective. A new risk assessment will be needed for any major changes which introduce other significant hazards into the setting, for example, if outdoor activities are introduced or major new equipment is purchased.

Precautionary measures can be taken to reduce risk and prevent accidents:

Electrical

- Have all your electrical equipment been checked in the last year by a qualified electrician?
- Do all members know where the fuse box is located?
- Are there unsafe trailing wires?
- Make sure sockets are not overloaded with the amount of equipment.
- Make sure electrical items are switched off at the end of the night. Who is responsible for this?
- Make sure plug sockets are safe and not over heating.
- Make sure all members are informed about how to use electrical items.
- Remember to turn off lights and heaters at the end of the night.

First Aid

- Is the first aid box complete and contents still in date?
- Make sure you have a list of first aiders in your group.
- Make sure you have a procedure in place in case of an accident and that all members know it.
- Make sure you have a list of emergency contact.
- Make sure you have an accident book.

Fire

- Fire extinguishers must be checked on a regular basis.
- Make sure you have written fire instructions.
- Make sure you have regular fire drills.
- Make sure everyone knows what the fire alarm sounds like and knows the drill.
- Do you have a No Smoking Policy?



Risk Assessment Template

National Federation of Young Farmers' Clubs

(England & Wales)

Risk Assessment For (specify event/ venue):		Date Assessment Undertaken: By:	Assessment Review Date:
List Significant Hazards	List groups of people who are at risk from the significant hazards identified	List existing controls. List risks which are not adequately controlled and the action needed	Action taken and by whom

National Federation of Young Farmers' Clubs

10th Street

YFC Centre

Stoneleigh Park

Kenilworth

Warwickshire

CV8 2LG

Tel: 02476 857200, Fax: 02476 857229

Email: post@nfyfc.org.uk, Website: www.nfyfc.org.uk