

OFYFC Club Officer Roles and Responsibilities – July 2015

Roles	You've got what it takes:	Responsibilities
Chairman/woman	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> • Chairing meetings, ensuring committee procedures are followed 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 CRB 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.
Treasurer	<p>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.</p>	<ul style="list-style-type: none"> • 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

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		<p>and forthcoming expenditure. This is an informal report, which doesn't require formal acceptance.</p> <ul style="list-style-type: none"> • 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.
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	<ul style="list-style-type: none"> • Supporting the club chairman/woman in planning and running club meetings, including preparing the agenda, and

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	<p>planning of all meetings and the AGM, and for keeping accurate records of all your club’s business, activities and important documents.</p> <p>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.</p> <p>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.</p>	<p>letting everyone know the date, time and venue.</p> <ul style="list-style-type: none"> • 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 CRB 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. • 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
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		<p>appear anywhere else on the agenda.</p> <ul style="list-style-type: none"> • 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 CRB 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.
<p>Club Leader</p>	<p>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.</p>	<ul style="list-style-type: none"> • 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

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		<p>is providing a balanced programme of activities for all its members.</p> <ul style="list-style-type: none"> • 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.
<p>Health and safety officer</p>	<p>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.</p>	<ul style="list-style-type: none"> • 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 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

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		role.
Safeguarding officer	<p>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.</p>	<ul style="list-style-type: none"> • Understanding and implementing the Safeguarding Children and Young People policy. 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.

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<p>Programme secretary</p>	<p>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.</p>	<ul style="list-style-type: none"> • 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.
<p>Press officer</p>	<p>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</p>	<ul style="list-style-type: none"> • 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. • Introducing yourself to your press contacts, speaking to

	<p>join, sponsors and funders to support club activities and goodwill from the public and local community when organising events and fundraising activities.</p>	<p>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.</p> <ul style="list-style-type: none"> • Studying your local media, 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. • 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. 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.
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<p>Social Events officer</p>	<p>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.</p>	<ul style="list-style-type: none"> • Being clear on who the event is aimed at and what you hope to achieve. • 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
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		<p>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.</p> <ul style="list-style-type: none"> • Taking up training to help you develop your skills and knowledge.
<p>Charity trustee</p>	<p>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.</p>	<ul style="list-style-type: none"> • 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 governing document. • 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.

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		<ul style="list-style-type: none"> • 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 can be found on the Charity Commission website.
<p>Junior Leader</p>	<p>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.</p>	<ul style="list-style-type: none"> • 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.

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		<ul style="list-style-type: none"> • 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.
Advisory Member	<p>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.</p>	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

	<p>potential.</p>	<p>found in the club’s constitution.</p> <ul style="list-style-type: none"> • 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.
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