Yorkshire Federation of Young Farmers' Clubs

Advisory Committee Guidance

Approved by Executive Committee
21st November 2024

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INTRODUCTION

These guidelines are designed to support your club recruit officers to your Advisory Committee at your Annual General Meeting.

The Advisory Committee are elected to support the Club Officers.

Extract from the Open Club Constitution (dated 2021):

ADVISORY COMMITTEE

(a) The Advisory Committee shall comprise a group of adults formed to help the Club. It shall meet at least twice in every Club year.

(b) The members of the Advisory Committee shall be divided by lot into three groups, one group retiring by rotation each year. At each Annual General Meeting one-third of the members of the Advisory Committee shall be elected to serve for a period of three years. Retiring members shall be eligible for re-election.

(c) The Advisory Committee may appoint from among its members a Chairman and any other officers.

(d) In addition to the elected members the following shall be ex-officio members of the Advisory Committee:
   (i) The Club Leader(s), who shall report on the work of the Club at each meeting.
   (ii) The Club Chairman

(e) The County Chairman shall have the right to receive notice of and to attend the meetings of the Advisory Committee, or to appoint a deputy to attend.

Ideal candidates to recruit:

Out of age members or club officers who have a YFC skill or knowledge to share, experienced Club Leaders, parents with a long term involvement in the club with a specialism. An Advisory Member with knowledge of the Charity Commission, legislation, GDPR, Safeguarding and the expectations of a Trustee would be useful to have on the Advisory Committee.
Recruiting new parents with no YFC experience will not benefit your club officers or the club's members.

Rotation of Advisory Members:

Example:

Elect Advisory Members Year 1	Advisory Members stay on Committee in Year 2	Advisory Members stay on Committee in Year 3 and step down at the following AGM.
Recruit 3 officers	3 officers	3 officers

Extract from the YFYFC Officer Roles Booklet (dated 2024):

Officer Role – Advisory Member

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

Your responsibilities include:

- Making sure you are able to offer your expertise to the club officers **when they ask you for advice**. This may include advising on financial issues, Charity Commission regulations, safeguarding procedures, as well as good practice and complying with health and safety laws.
- Helping club officers to run a successful and effective club.
- 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.
- Encourage club officers and club leaders to complete their online e-safeguarding training to comply to Charity Commission regulations.
- Remembering that **the club belongs to its members and that they have the final decision**. Always being supportive of new ideas. Trying out members ideas that involve technology i.e., Zoom online meetings during the pandemic.

Top Tips for Advisory Members

- Remember your role: At the end of the day, the members make the decisions even if you don't agree with them.
- Helpful: You have been appointed because you have lots to offer. Work as a team with the advisory members and seek help from county officers when unsure.
- The Law: Get to know and understand the current legal requirements for running a voluntary youth group including Charity Commission governance requirements and the government's current covid19 guidelines.
- Be supportive: Show your support by attending the occasional club meeting, asking for updates and showing an interest in club activities.
- Be open: It's important to be open and approachable, so that members feel that they can come to you for advice and support

EXAMPLE AGENDA

.....Young Farmers' Club Advisory Meeting

[date of Meeting]

1 Advisory Committee Chairman's Welcome

2 Apologies for Absence

3 Minutes of the last meeting

4 Matters arising from the minutes

5 Club Chairmans Report

6 Financial update presented by the Club Treasurer

7 Report from the Advisory Chairman

8 Any motions requiring Advisory Committee support

9 Any Other Business/any motions/activities/events

10 Date & Time of Next Meeting

Note:
The Advisory Committee must meet a minimum of twice per year and keep accurate minutes of the meetings and Advisory AGM.

Approved at the Executive Meeting Thursday 21st November 2024

Signed: Kirsty Chapple

County Chairman 2023 - 2025

Review date: October 2027