Yorkshire Federation of Young Farmers' Clubs

OFFICER ROLES BOOKLET

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INTRODUCTION

These guidelines are designed to help you carry out your new role and have been compiled following numerous training events with the County Officers and the bullet points for each County Officers role have been produced from a 'team effort'.

In no way are they complete, they can be added to or amended, if you feel that you can offer further notes to these, then please forward them to the County Office in order that they can be updated regularly.

What can we do as a County Team?
Serving the Committee, Federation and Young Farmers' Movement

- Be aware of problems facing 'County' i.e., finance, membership recruitment and retention, impact of a global pandemic, training needs etc and act upon them.
- Spread information and promote what the County Federation has to offer, i.e., events, competitions, activities etc.
- Support each other and the democratic decisions made (i.e., one voice).
- Keep close contact with County Office.
- Seek Club/District views (i.e., through meetings/visits) and encourage members to report back to their District from County Meetings.
- Remember the County Federation is as strong (or weak) as the Clubs/Districts make it.
- Communication is the key!
- Good response times.
- Motivate/Listen.
- Honesty.
- Set good example i.e., dress appropriately etc/be a good ambassador.
- Good attendance.
- Punctuality.
- Don't panic!
- Be approachable.
- **The Federation is the membership.**
- Know your roots.
- Visit Clubs and Districts.
- Be involved in Working Parties and work within the set guidelines.



Fun, Learning & Achievement is at the heart of what we do, and the Federation is run on an ethos of 'for the members by the members'.

General Comments for all Committee Chairmen and Vice-Chairmen

- Deadlines – i.e., agendas/letters.
- Plan ahead and plan the agenda prior to the meeting, allocate time and put important/urgent issues in order of priority on the agendas. Fail to plan, plan to fail!
- Chair meetings with timeliness, enthusiasm and effectiveness.
- Keep control of the meeting i.e., debates/all viewpoints go through the Chairman – don't allow individuals to dominate meetings.
- Encourage District Representatives to attend and offer information and report back to Districts on the decisions made at County.
- Encourage good 2-way communication and open discussion.
- Delegate to Vice-Chairmen and Committee members (ease your workload).
- Keep in regular contact with County Office.
- Regular contact between Chairmen and Vice-Chairmen (set up a WhatsApp group).
- Know the constitution/rules/Laws etc.
- Take the responsibility of the decisions made.
- Liaise with other County Officers and Committees.
- Liaise with outside bodies/sponsors to promote YFYFC.
- Be approachable, impartial/tactful.
- Motivate and enthuse the members.
- Respond to letters and emails from the County Office as soon as possible.
- Evaluate exercises, take time to reflect on what you have achieved.
- Meetings/discussion with County Co-ordinator on the workings of the Committee.
- Prepare budgets and work to them.
- Awareness of Northern Area and National.
- Know your Area and Council Representatives.
- Listen to representatives and members.
- Set achievable objectives.
- Attend meetings – if not delegate when you are absent.
- Follow up meeting decisions.
- Know your representatives – wear stickers so new reps get to know others!
- Socialise with all members after the meeting (have fun!).



Meetings – before and after handy hints



Before:

Preparation

- Agenda (know time schedule for circulation to the committee).
- Thinking ahead will always pay dividends with quality and duration of the meetings.
- Read all correspondence and **prioritise.**
- Allocate time for agenda items.
- Inform individuals for reports.
- Utilise Zoom online and in person meetings.
- **ARRIVE IN GOOD TIME AND START ON TIME.**

During:

- Punctuality – start on time!
- Welcome new members and introduce the attendees - 'go around the room'.
- Approve the Minutes of the last meeting.
- Art of speaking – 'Loud'/Clear – variation of tone.
- Conduct and ensure correct procedure and maintain a high standard.
- Do not dominate the meeting.
- Encourage members to speak through the 'Chair'.
- Allow ALL members to express their opinions and listen and seek views from all districts.
- Encourage maximum participation of ideas.
- Treat all suggestions as serious.
- **Summing up of discussion and decision made.**
- Ensure decisions are minuted correctly.

After:

- Approve the 'draft' minutes in a timely manner.
- Help the office with tasks.
- Act on decisions (via office), check that letters or emails are being sent etc.
- Prepare for the Executive Report.
- Remember letter 'W' who, what, where, when, why and how.

Reports to Executive (other committees where relevant):

- Stand at the front.
- Keep it brief (summarise).
- Highlight only important/controversial issues relating to that committee.
- Otherwise, the minutes should be taken as read.

Officer Role – Trustee

It's an honour to be asked to be a Trustee as this means the YFYFC members believe that you are the right person to support the Federation.

Your responsibilities include

- Knowing and understanding the County Constitution.
- Knowing and understanding the Charity objects and powers (YFYFC is for the members by the members).
- Compliance with the Charity's governing documents and the Law.
- Complete your e-safeguarding training to comply to the Charity Commission requirements.
- Support the management of the Charity's resources and budgets.
- Being a senior member of the management of the Charity. This requires a level of responsibility. You'll need to be impartial on county business yet informed on issues since you may be called on to be a part of the decision-making process.
- Understanding the workings of the Federations policies, such as Safeguarding Children and Young People, Health & Safety, Standards of Behaviour and Drugs and Alcohol, Financial Policies and procedures.
- Being an active participant on the Staffing Committee, supporting the County Chairman and assisting in grievance procedures as required.
- Being prepared to attend Trustee and Governance training to keep up to date with current laws.
- Showing support for club, district and county competitions and events.
- Providing support, encouragement and motivation to the membership, county officers and those in paid employment.
- Attending and helping at county functions when invited, such as the annual dinner dance, for example.
- Promoting all positive aspects of the YFC movement.

Top Tip:

- Keep up to date with the Charity Commissions expectations and legal duties.



Officer Role – County Chairman

The role of County Chairman is pivotal to the successful running of Yorkshire FYFC. You are central to ensuring everyone knows what is going on, that important information is always accessible, that the Federation is represented locally, regionally and nationally.

Your responsibilities include:

- Responsible for staff members.
- Reporting to: Members of Executive Committee and the Staffing Committee.
- Liaising with Committee Chairmen.
- Involving the two Vice-Chairmen.
- Ensure free debate.
- Impose authority where required.
- Visit Clubs and Districts.
- Offer help/advice/assistance when required.
- Reply to and send letters and emails.
- Signing cheques and liaising with the bookkeeper.
- Approve expense claims and invoices.
- 'PR' person.
- Line managing the staff team (offering support).
- Impartial.
- Awareness – Clubs/Districts/sub committees (what's going on outside of meetings).
- Co-ordinator of sub committees between meetings – know NFYFC objectives and campaigns.
- Responsible for the website content.

Running meetings:

- Timing – debates.
- Planning.
- Agenda items needing debate.
- Important issues.
- Utilising members skills.

Top Tips:

- Enjoy your time in office!
- Be a listening ear!



Officer Roles – Events, Finance and General Purposes Chairman

The role of E, F & GP Chairman is pivotal to the successful running of Yorkshire FYFC.

Your responsibilities include:



- Liaise with the Honorary Treasurer: budget accounts , future forecasting the finances.
- Assist Office: correspondence, agendas, Facebook, etc.
- Reporting to: Members of Executive Committee and the Staffing Committee.
- Monitor: Expenditure and Income, sub-committee and Federation finances.
- Advise in order to: Keep within budget – avoid drawing from reserves.
- Sponsorship and grants: Assist in applying for grants and looking for sponsorship.
- Knowledge of the Rules – Constitution – be prepared to make decisions.
- Responsible for all the finances including dances, social events, fundraising, etc.
- Responsibility for the Great Yorkshire Show Committee.
- Communication with County Co-ordinator, Field Development Officer, County Chairman and all the other Committees' especially the Executive Committee
- Work with all the other sub-committees
- Be prepared to visit clubs and districts.
- Complete your e-safeguarding training to comply to the Charity Commission requirements.

Awareness/Responsibility

- Functions/stewards/risk assessing events.
- Finances/expenses.
- Budgets and cheque signatory.
- Club/District finance issues before they become a problem.

Supportive of

- Clubs and Districts.
- Honorary Treasurer and Bookkeeper.
- Other committees and the staff team.
- Encourage new ideas – fundraising!

Top Tips:

- Take time to reflect on your achievements!



Officer Roles – Competitions Chairman

The role of Competitions Chairman is pivotal to the successful running of Yorkshire FYFC.

Your responsibilities include:

- Organise County competitions and training events.
- Seek sponsorship and monitor comps expenses.
- Seek new ideas for competitions and comps training.
- To be able to attend events/competitions and ensure results etc are returned to the office as soon as possible after the competition.
- Ensure information is transferred back to Districts and the federation celebrate success.
- Get each District involved with County competitions/move competitions around each District regularly.
- Seek suitable venues for competitions finals.
- Liaise with Judges and Stewards.
- Communication with County Coordinator, Field Development Officer, County Chairman and all the other Committees' especially the Executive Committee.
- Delegate and follow through work with working parties.
- Be prepared to visit Clubs and Districts.
- Complete your e-safeguarding training to comply to the Charity Commission requirements.

Competitions Committee responsible for:

- County Competitions.
- County Rally.
- Confirming rules, venues, Judges and Stewards etc for all competitive events.
- Know the rules and competition details.
- Be tolerant.
- Know each competition – next round – when, where etc.
- Take criticism in a constructive manner.
- New competitions!
- Control cost of the competitions and skills budget.
- Be aware of members needs, especially the juniors.
- Promote competitions utilising social media, word of mouth, ring up district secretaires etc.
- Encourage young competitors to have a go!

Top Tips:



- Involve your Vice Chairmen in organising competitions.
- Take photographs of the competition activity, not just the winners.
- Take time to reflect on your achievements!

Officer Roles – Promotions & Skills Chairman

The role of P&S Chairman is pivotal to the successful running of the Yorkshire FYFC.

Your responsibilities include:

- Responsibility for Marketing the Federation to assist in sustainability.
- Focus on increasing membership and starting new clubs (try not to lose clubs). Be aware of club warning signs.
- Awareness of updating of publicity materials.
- Support the development of the Federation, inform Clubs and Districts of any new campaigns.
- Development – members to work with Clubs and Districts.
- To observe strengths and weaknesses within Clubs and Districts and to provide help where needed.
- To collate ideas on what training needs are and organise training events (evening and weekend residentials). Fulfil any requests for training and skills.
- Active engagement with social media platforms (ie Facebook, Instagram, Twitter, and the website).
- Communication with the County Co-ordinator, Field Development Officer, County Chairman and all the other Committees' especially Executive Committee.
- Delegate and follow through work with working parties.
- Be prepared to visit Clubs and Districts.
- Know National objectives.
- Investigate problems as soon as possible.
- Be aware of clubs warning signs.
- Emphasis on the junior members.
- Talk to members.
- Complete your e-safeguarding training to comply to the Charity Commission requirements.

Officer Role – P&S Vice-Chairmen

Your responsibilities include:

- Involve and prepare for future chairmanship in difference activities of the Committee.
- Visit Clubs and Districts.

P&S Committee responsible for:

- Arranging training, both evening and residential courses.
- Volunteer to attend Askham Bryan Freshers Fayre, YAS events such as Springtime Live.
- Junior Activate Days and Senior Training Weekend.
- Offer help, support, advice to Clubs/Districts.
- Promoting the YFC movement.
- New Clubs.
- Work as a team with the Chairman.



Officer Role – Club, District and County President

It's an honour to be asked to be President as this means the YFC members believe that you are the right person for the role.

Your responsibilities include:

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

Officer Role – Club, District and County President - continued

Top Tips

- Take an interest: The officers and members will feel valued if you take an interest in how the club/district/county is doing.

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

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

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

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



Officer Role - Club Chairman

The role of chairman carries a lot of responsibility, but the unique democratic nature of YFC provides both the structural framework and the team to help you succeed.

Your responsibilities include:

- 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 club secretary sends out thank you letters to guests and any necessary payments are made by the club 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 club leader(s) to make sure the club runs smoothly.
- Developing yourself and others by attending training and encouraging others to also take part.
- Ensuring all club officers have been DBS checked, have completed an application form and sought two references.
- Representing your club members and reflecting their opinions at other levels, such as county and area meetings as well as advisory committees.
- Working with your programme secretary, leader(s) and committee to provide a fun, varied club programme.
- Making sure the club is always acting within licensing, health and safety, safeguarding, covid19 and insurance laws.
- Complete your e-safeguarding training to comply to the Charity Commission requirements.

Officer Role - Club Chairman continued

Top Tips

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

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

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

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

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

- For help with any issues or documentation – don't forget you can ask the Field Development Team for advice and guidance.

- Utilise the YFYFC website – most information you need, you should be able to find on the website outside office hours. https://yfyfc.org.uk/



Officer Role - Club Secretary

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

Your responsibilities include:

- Supporting the club chairman 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 (register or track and trace) 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 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. Ensuring Members News/County Competitions and Events are promoted at club meetings.
- Keeping all records, including membership details, completed risk assessment forms, policies and blank forms. Ensuring DBS checks are done for all office holders, application forms and references are kept on file or passed to your County Office. Recording all spending and expenses. Keeping a diary and useful contacts list. Ensure the club is following current GDPR legislation when saving members details (i.e., locked filing cabinet, not left in a car overnight etc).
- Together with the programme secretary, providing everyone with a copy of the club programme and letting members know about upcoming local, regional or national event.
- Complete your e-safeguarding training to comply to the Charity Commission requirements.

Officer Role - Club Secretary continued

Top Tips

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

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

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

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

- Contact: Keep in contact with members through group texts/social media, a website or even a newsletter. Always acknowledge all correspondence.

- For help with any issues or documentation – don't forget you can ask the Field Development Team for advice and guidance.

- Utilise the YFYFC website – most information you need, you should be able to find on the website outside office hours. https://yfyfc.org.uk/



Officer Role - Club Treasurer

The role of club treasurer is essential for managing the finances of the club.

Your responsibilities include:

- Safeguarding the club's money. Making sure club finances are **up to date** and under control. Keeping members informed of club finances.
- Budgeting for events, so that they are properly costed to break even at the very least.
- Producing regular financial reports for the club committee and advisory. This should include the current cash balances and forthcoming expenditure. This is an informal report, which doesn't require formal acceptance.
- Recording all transactions that go through the club accounts using a cheque book, bank transfer (BACS) or paying-in book, etc. Remember to keep all receipts.
- Ensuring cheques are signed by at least two club officers; either treasurer, chairman or secretary.
- Paying invoices, levies, insurance and rents approved by the committee.
- Collecting subscriptions from your members at the beginning of the YFC year (September). Sending completed membership forms and photo's to County Office.
- Collecting other money raised, for example, from club dances.
- Banking all money promptly and keeping money not banked in a lockable cash box.
- 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 audited 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 accounts are up to date for the next treasurer.
- Knowing where all past records are kept and keeping financial records for six years.
- Complete your e-safeguarding training to comply to the Charity Commission requirements.

Officer Role - Club Treasurer continued

Top Tips

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

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

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

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

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

- For help with any issues or documentation – don't forget you can ask the Field Development Team for advice and guidance.



Officer Role - Programme Secretary

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

Your responsibilities include:

- Looking for new programme ideas from a host of sources, including your members, leaders, advisers, friends and county staff.
- Join in with the County Chairman's programme training night or catch up by watching the session online (via YFYFC website).
- 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 club 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 (NFU Mutual policy is renewed in September each year and County will email you a copy in the Autumn) 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.

Officer Role - Programme Secretary continued

Top Tips

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

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

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

- Bear in Mind: Time of year, religious and cultural occasions, school holidays, recommendations and planning meetings with other YFCs.

- For help with any issues or documentation – don't forget you can ask the Field Development Team for advice and guidance.

- Ask County Office for a copy of the club programme template to help you write a new annual programme.



Officer Role - Social Secretary

The role of a social secretary is to spread information about upcoming events in the county and organise safe events at club and district.

Your responsibilities include:

- Receive correspondence relating to upcoming social events.
- Reporting to club and district meetings about upcoming social events in the county.
- Organise transport to and from dos for the district and club.
- Order tickets and arrange payment to the organisers and collect money from the attendees.
- Distribution of tickets to all members attending.
- Liaise with the EF&GP Committee about what members are currently wanting from county events.
- Let YFYFC know about your district and club events so we can share with all county members.

When organising your own events on behalf of club or district you first must:

- Follow county guidelines on how to safely run an event using YFYFC Dances & Event Guidelines 2022 and Running YFC Safer Social Events 2022.
- Chose an appropriate venue for your event.
- Arrange for enough SUITABLE stewards to attend your event in line with county guidelines.
- Ensure you carry out a comprehensive risk assessment specific to this event.
- Ensure that a first aid qualified person is present at your event.
- Ensure adequate security is available in accordance with your risk assessment.
- Ensure that the age of members allowed to attend the event is appropriate for the theme, venue and music choice.
- Ensure all precautions are taken when allocating over 18 and under 18-year-olds wrist bands to prevent underage drinking in line with the 'YFC Event Drugs (including alcohol) /Substances Policy – Operational Plan'.

Top Tips

- Apply for a TEN licence through your local authority.
- Consider the neighbours and car parking at the venue.
- For help with any issues or documentation – don't forget you can ask the Field Development Worker or County Office for advice and guidance.
- Record any incidents or accidents at the event.



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. 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.
- 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.



Officer Role – Advisory Member continued

Top Tips

- 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

Officer Role - Club Leader

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

Your responsibilities include:

- Working with the officer team to ensure the YFC complies with all relevant laws, including safeguarding, health and safety, data protection, current covid19 guidance and Charity Commission requirements.

- Familiarising yourself with safeguarding policy and procedures, especially if your YFC has members under the age of 18. Be aware of the club ratios for under 18s and members with SEND. Complete your e-safeguarding training to comply to the Charity Commission requirements.

- Working with the club officer team to check the relevant insurance policy is in place.

- Ensure that risk assessments are in place for activities, somebody has a basic first aid certificate, catering follows food hygiene standards and incidents/near misses are reported to County Office.

- Being there for members, stepping in to help and supporting the club if there are difficulties.

- Communicating with different groups of people: the club officer team and members; parents; advisory group members; county officers and staff; area staff and members; NFYFC staff and council members; and external bodies, ranging from the local council and police, funders, the press and the local community.

- Staying in touch by regularly attending meetings and keeping up to date with what's happening at county, area and national levels.

- Working with the programme secretary to ensure the club is providing a balanced programme of activities for all its members.

- Understanding the club officer roles and ensuring the members in those roles understand them, too.

- Working with the previous club officer team to help train the new officers in their roles.

- Stay in touch with County Office by supplying your email address on the Officer Return Form and regularly reading county emails.



Officer Role - Club Leader

Top Tips

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

- Help and advice: Form a network with other club leaders. You don’t have to be an expert on everything, but you need to know how to find information quickly

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

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



UNDER REVIEW BY THE STAFFING COMMITTEE

Staff Role – Designated Safeguarding Officer and Member Welfare

The role of Designated Safeguarding Officer (DSO) and Member Welfare Officer is a paid role and is pivotal in the successful running of the County ensuring members safety and welfare.

Your responsibilities include:

- Oversee the safeguarding of members, aged between 10 and 28 years old, and volunteers, along with managing the safeguarding policy and its procedures.
- Manage investigations arising from concerns reported, keep accurate case notes and managing procedures to protect young people, vulnerable adults and the volunteers supporting them.
- Roll out of the Training Modules i.e., Club Officer and County Officer roles.
- Help and support committees.
- Listen to members and communicate your findings.
- Offer advice and help to clubs, especially where problems exist.
- Club and District visits (including AGM meeting visits).
- Ear to the ground – to seek needs of the members and Federation.
- Spot potential problems and national trends.
- Know the constitution and up to date YFC policies and procedures.
- PR and representation with outside bodies such as the C&YP Safeguarding Partnership.
- Research policies and guidelines with the County Coordinator.
- Keep up to date with rules, regulations and the Law.
- Responsible for working in partnership with statutory services such as the local safeguarding partnership, Police and Social Care.
- Attends meetings with the staff team and County Chairman to "traffic light clubs".
- Complete your e-safeguarding training to comply to the Charity Commission requirements.
- Reports to the County Chairman.



Staff Role – Field Development Officer

The role of Field Development Officer is a paid role and is pivotal in the successful running of the County.

Your responsibilities include:

- YFYFC Training i.e., Club Officer Roles Training etc.
- Help and support committees.
- Listen to members and communicate your findings via the Field Team Leader/County Chairman/County Coordinator or the DSO if necessary.
- Assist the sub-committees in promotion with Clubs and Districts.
- Offer advice and help to clubs, especially where problems exist.
- Diplomacy during AGM meetings.
- Be on time and set a good example to club officers regarding punctuality.
- Be impartial.
- Participate in Club and District visits
- Ear to the ground – to seek the needs of the members and the Federation.
- Liaise with Designated Safeguarding Officer, County Officers and County Coordinator where necessary.
- Keep in touch with the County Coordinator.
- Enthusiastic outlook.
- Spot potential problems and report back to County Chairman or County Coordinator.
- Management of DBS documentation.
- Complete your e-safeguarding training to comply to the Charity Commission requirements.
- Reports to County Chairman.
- Agony Aunt for the county!



Staff Role – County Coordinator

The role of County Coordinator is a paid role and is pivotal in the successful running of the County.

Your responsibilities include:

- Ensure the smooth running of the Federation.
- To be seen and approachable.
- Enthusiastic outlook.
- Liaise between all the Committees.
- Attend training where applicable.
- To be respected by the membership.
- Prepare committee meetings.
- Communication with clubs, districts, county officers and committees.
- Know constitution and up to date YFC policies and procedures.
- Aware of NFYFC and liaise with other Counties/Northern Area/National.
- Manage the office.
- Guidance/support for Officers and the members.
- Liaise with clubs and districts.
- Liaise with the Field Development Worker and Designated Safeguarding Officer regularly.
- Support the Field Development Officer/Designated Safeguarding Officer.
- Oversee organisation of competitions and events.
- Minute Committee Meetings.
- Generate income and complete funding grants.
- Research policies and guidelines with the Designated Safeguarding Officer.
- Responsible for managing the Field Development Worker and any Support Workers.
- Be impartial.
- Maintain digital membership records.
- Maintain e-safeguarding dashboard.
- Maintain database records and comply with GDPR regulations.
- Manage financial records, petty cash, and stock take and liaise with book keeper.
- Compile risk assessments and liaise with Health and Safety Officer.
- Maintain Charity Commission records.
- Manage the workload of the Assistant County Coordinator (Admin Assistant).
- Represent YFC.
- Complete your e-safeguarding training and GDPR training to comply to the Charity Commission requirements.
- Reports to the County Chairman.



Staff Role – Assistant County Coordinator

The role of County Coordinator (also known as the administrator) is a paid role and is pivotal in the successful running of the County.

Your responsibilities include:

- Help ensure the smooth running of the Federation.
- To be seen and approachable.
- Enthusiastic outlook.
- Liaise between all the Committees.
- Attend training where applicable.
- To be respected by the membership.
- Help prepare committee meetings.
- Communication with clubs, districts, county officers and committees.
- Awareness of YFC policies and procedures.
- Awareness of NFYFC and liaise with other Counties/Northern Area/National.
- Liaise with clubs and districts.
- Support the organisation of competitions and events.
- Minute Committee Meetings.
- Help chase bad debts and help keep accurate finance records.
- Be impartial.
- Maintain digital membership records.
- Order stationery/resources as and when requested.
- Represent YFC.
- Complete your e-safeguarding training and GDPR training to comply to the Charity Commission requirements.
- Reports to the County Coordinator and County Chairman.



Reviewed 2024 (from documents circa 1995, 2017, 2019, and 2022)

Yorkshire Federation of Young Farmers' Clubs

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