

STAFFORDSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

*****IMPORTANT*****
PLEASE READ CAREFULLY AND
ASK IF YOU NEED ANY HELP!

CLUB OFFICERS RETURN FORM 2019-2020

IMPORTANT: This form should be fully completed following your Club AGM and sent to the County Office within 7 days of the meeting.

Please note that we have a lawful basis for collecting this data and that all information received will be processed in compliance with GDPR.

Any Club or County Officer elected to their role, are done so in a democratic way, at the relevant meeting. The member who proposes and seconds the Club or County Officer to their role, is to state that they know and believe the person taking on that role, is 'suitable for the role'. It is advised that whoever is chairing your AGM, explains this process at the start of the meeting. **Please refer to the Club AGM Guidance Booklet for more information about holding a Club AGM.**

Safeguarding - The Club Chairman, Secretary and Treasurer must provide completed Reference Forms on the night – these can be completed on the night – see separate information which has been circulated.

Disclosure and Barring Checks: Please note that some Club Officers are subject to completing a mandatory Enhanced with Barred list Check, as according to our Safeguarding Policy and guidance from the NFYFC and Charities Commission. This is indicated on the below form and we ask that those elected officers, bring along the relevant information to the meeting, to ensure that we can complete the forms on the night. Again, separate information regarding this has been circulated.

Please note that we realise not every club fills every position as per this form and that some clubs have additional positions. Please use this form as a guide to form your Club AGM Agenda, and also refer to previous years in your club, to ensure you have everything covered.

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|-----------------------------|--|
| CLUB NAME: | |
| MEETING VENUE 19/20: | |
| DAY: | |
| START TIME: | |

| ROLE | NAME |
|--------------------------------|------------------|
| PRESIDENT | |
| ADDRESS: (inc postcode) | |
| Proposer: | Secunder: |

Brief Role Description – A highly regarded person by the members and a senior possibly past member of the Club. Members will look to this person as a figurehead and to help the club reach its full potential

| ROLE | NAME |
|--------------------------------|------------------|
| VICE PRESIDENT | |
| ADDRESS: (inc postcode) | |
| Proposer: | Secunder: |

Brief Role Description – A highly regarded person by the members and a senior possibly past member of the Club. Members will look to this person as a figurehead and to help the club reach its full potential – to take on the role of Club President when the time comes.

| <u>ROLE</u> | <u>NAME</u> | | |
|--|-------------|---------------------|--|
| CHAIRMAN | | | |
| Proposed by: | | Seconded by: | |
| Brief Role Description: To lead the club and inspire its members to have fun, learn and achieve. Ensure that meetings are chaired, structured and conducted properly, that everyone is involved in the decision making of the club, and to represent your clubs views at county meetings and beyond. An ambassador and role model for members and to be looked up to set a good example, be a polite and friendly host and encourage everyone to take part and feel included and valued. Work closely with the Club Secretary and Club Treasurer, communicating on a very regular basis. For full details, please refer to The Source on the NFYFC website, or contact the Staffs County Office | | | |
| THIS OFFICER WILL BE SUBJECT TO AN ENHANCED WITH BARRED LIST CHECK AND MUST HAVE A REFERENCE COMPLETED | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|--|-------------|---------------------|--|
| VICE CHAIRMAN | | | |
| Proposed by: | | Seconded by: | |
| Brief Role Description: To have the potential to become the Club Chairman – see details above. To step in when the Club Chairman is not available. For full details, please refer to The Source on the NFYFC website, or contact the Staffs County Office | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|---|-------------|---------------------|--|
| SECRETARY | | | |
| Proposed by: | | Seconded by: | |
| Brief Role Description: To be committed and organised and have the time to take on a number of administrative roles. You will be responsible for the planning of all meeting and the Club AGM and for keeping accurate records of all your clubs business, activities and important documents. Meetings are crucial to the smooth running of a club; therefore it is vital that they are well planned and structured. Work with your Club Chairman and support each other. Ensure that information sent in the Club Post and via Action Press is passed onto your members in Club Meetings and see that the members are fully involved in the decision making and have a chance to raise questions and make decisions. You are key to the communication between your members, the club and the county office. For full details, please refer to The Source on the NFYFC website, or contact the Staffs County Office | | | |
| THIS OFFICER WILL BE SUBJECT TO AN ENHANCED WITH BARRED LIST CHECK AND MUST HAVE A REFERENCE COMPLETED | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|--|-------------|------------------|--|
| ASSISTANT/VICE SECRETARY | | | |
| Proposer: | | Seconder: | |
| Brief Role Description: To assist the Club Secretary as and when required, with a view that this person may take the full role on in the future, as above. To step in when the Club Secretary is not present. | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|---|-------------|------------------|--|
| TREASURER | | | |
| Proposer: | | Seconder: | |
| Brief Role Description: A trustworthy and honest person who can be accurate and responsible for the managing of the Club's finances. You are answerable to the Club Members for the financial affairs of the club. To ensure that bills are paid promptly, undertaking the banking of the club monies, keep the club records up to date and ensure that at the year end, the Club Accounts are audited correctly. For full details, please refer to The Source on the NFYFC Website or contact the Staffs County Office. | | | |
| THIS OFFICER WILL BE SUBJECT TO AN ENHANCED WITH BARRED LIST CHECK AND MUST HAVE A REFERENCE COMPLETED | | | |

| ROLE | NAME | | |
|--|------|------------|--|
| ASSISTANT/VICE TREASURER | | | |
| Proposer: | | Seconders: | |
| Brief Role Description: To support the Club Treasurer as and when required with a view that this person make take the full role on in the future. | | | |

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| CLUB LEADERS – USUALLY BETWEEN 2 AND 6 ARE ELECTED | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| | 5. | | |
| | 6 | | |
| Proposer: | | Seconders: | |
| Brief Role Description: A Club Leader/s should be an experienced former YFC Club Officer holder or more mature member who can provide advice and guidance to members and their top table in running their club. To encourage and guide the members towards achieving the goals they set themselves. Be good at problem-solving, have excellent communication skills, diplomatic, and a mentor on all aspects of running a safe and healthy club. Step in when necessary to help and support. To attend regular meetings, be a face that members know and can approach. Communicate with the county office and encourage club officers to take up training and any other opportunities available. For full details, please refer to The Source on the NFYFC Website or contact the Staffs County Office. | | | |

| ROLE | NAME | | |
|---|------|------------|--|
| SOCIAL SECRETARY | | | |
| Proposer: | | Seconders: | |
| Brief Role Description: This varies from club to club, but may involve organising social events safely, within budget and meeting your member's expectations. Other responsibilities may include booking transport for social events, attending the Social and Funding County Meetings, arranging venues for programme events. | | | |

| ROLE | NAME | | |
|--|------|------------|--|
| SOCIAL MEDIA/WEBSITE SECRETARY | | | |
| Proposer: | | Seconders: | |
| Brief Role Description: This varies from club to club, but may involve promoting your Club by writing press releases, promoting a positive image of YFC, keeping in touch with local radio and press publications, updating your club facebook and twitter accounts in keeping with the Social Media policy. Being able to keep the Club Website page up to date on the Staffs YFC website. Attend the Programme and Media training night held at the County Office to find out more. | | | |

| ROLE | NAME | | |
|--|------|------------|--|
| SPORTS SECRETARY/CAPTAIN | | | |
| Proposer: | | Seconders: | |
| Brief Role Description: Again, this can vary from club to club but may involve liaising with members to organise teams for sports teams coming up, communicating with the club top table to find out details of the competitions and if necessary contacting the County Office with details of your teams and entries. Arranging sports competitions practices for the club programme. Good communication and teamwork skills are essential to this role. | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|---|-------------|-------------------|--|
| COMPETITIONS SECRETARY | | | |
| <i>Proposer:</i> | | <i>Seconders:</i> | |
| Brief Role Description: Again, this can vary from club to club but may involve liaising with members to organise teams for competitions coming up, communicating with the club top table to find out details of the competitions and if necessary contacting the County Office with details of your teams and entries. Arranging practices for competitions for the club programme. Good communication and teamwork skills are essential to this role. | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|--|-------------|-------------------|--|
| CLUB STOCKJUDGING OFFICER | | | |
| <i>Proposer:</i> | | <i>Seconders:</i> | |
| Brief Role Description: Again, this can vary from club to club but may involve liaising with members to organise teams for Stockjudging competitions coming up and practices where necessary. Teamwork and communication skills are essential again to this role. | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|---|-------------|-------------------|--|
| PROGRAMME SECRETARY | | | |
| <i>Proposer:</i> | | <i>Seconders:</i> | |
| Brief Role Description: Again, this can vary from club to club but is likely to involve booking weekly club programme activities, listening to what the members want to do, producing a paper programme to circulate on a regular basis to the members and county office. Liaise with the county office for dates of social events to avoid clashes. Contact fellow clubs for socials, liaise with venues and take up training opportunities to help you with the role. **NOTE – ALL CLUBS SHOULD PRODUCE A PAPER BASED PROGRAMME WITH PLENTY OF DETAILS – NOT TBC. COMMUNICATION SOLELY VIA SOCIAL MEDIA AND TEXT IS UNACCEPTABLE. Refer to the Staffs YFC Safeguarding policy or contact the YFC Centre for more information or help with this** | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|---|-------------|-------------------|--|
| RALLY SECRETARY | | | |
| <i>Proposer:</i> | | <i>Seconders:</i> | |
| Brief Role Description: To be the contact for all paperwork and communication from the County Office to the club. To organise who is doing what competition, ensure that rules are circulated along with timings and communicate regularly with the County Office on competitions which the club wishes to enter. Be present on the day of the rally as a point of contact and support for members. Good organisation and communication skills essential along with knowledge of what the County Rally is! | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|--|-------------|-------------------|--|
| CLUB TICKET SELLER | | | |
| <i>Proposer:</i> | | <i>Seconders:</i> | |
| Brief Role Description: To receive and be responsible for your clubs allocation of tickets for club or county events as necessary. To be able to handle money & return promptly to the YFC Office | | | |

| <u>ROLE</u> | <u>NAME</u> | | |
|--|-------------|-------------------|--|
| YFC TRAVEL REP | | | |
| <i>Proposer:</i> | | <i>Seconders:</i> | |
| Brief Role Description: A links person in the Club to help promote the benefits & opportunities that the NFYFC Travel Programme can offer. This person is ideally of membership age & a past traveller. They will be asked to attend the Staffs YFA meetings which are twice a year. (NOTE – No Limit on the number of members but note communication will be made by email only) | | | |

| ROLE | NAME | | |
|--|------|---------|--|
| YOUTH FORUM REP (UNDER 18) | | | |
| | | | |
| | | | |
| Proposer: | | Second: | |
| Brief Role Description: A link between the younger members of the club and the County Youth Forum Meetings which are being held on the same evening as each Development Meeting (4 times a year). To bring forward ideas for younger members to take part in and to promote any opportunities from the Youth Forum, to the members of the club. (NOTE – No Limit on the number of members but note communication will be made by email only) | | | |

| TITLE | NAME | | |
|--|------|---------|--|
| AGRI REP | | | |
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| Proposer: | | Second: | |
| Brief Role Description: The person will have an interest in Agricultural current affairs and be able to promote any training, study tours and other opportunities that NFYFC or other organisations offer our members. An email address is essential as all communication will be done electronically. Ideally a current member. Clubs can nominate as many members as they like for this role. (NOTE – No Limit on the number of members but note communication will be made by email only) | | | |

The following three Club Officer Positions may be held by up to 3 members, each to share the role.

| ROLE | NAME | | |
|--|------|---------|--|
| SAFEGUARDING OFFICERS | | | |
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| Proposer: | | Second: | |
| Brief Role Description: The person must have a sense of maturity and basic understanding of safeguarding to undertake this role. Training is offered to all Club Safeguarding Officers in October each year and it is essential that this person attends this opportunity. To communicate with members and ensure that officers and members aged 18+ are aware of their responsibilities regarding safeguarding. It is essential that this person is able to store sensitive data appropriately and implement a robust system of collating and retaining Parental Consent Forms on a regular basis. The person/persons will also regularly attend the meetings each week. | | | |

| ROLE | NAME | | |
|---|------|---------|--|
| HEALTH & SAFETY OFFICER | | | |
| | | | |
| | | | |
| Proposer: | | Second: | |
| Brief Role Description: this person is responsible for ensuring that the Club is a safe environment for all members to enjoy the full range of activities on offer. To carry out risk assessments for all activities and events, to undertake any training offered. For full details, please refer to The Source on the NFYFC Website. | | | |

CLUB ADVISORY COMMITTEE:

Who should be on your Advisory? Advisory committee members are usually adults, who are approachable, helpful and there to support the Club Officers. They should meet at least twice a year and should appoint a chairman of the group, usually the Club President. The Clubs Top Table are also invited to their meetings. Note that the Club Advisory Committee meetings are NOT where main decisions of the Club are taken. Refer to The Source for full details of their responsibilities.

(Please note that if you ask SCFYFC to keep a database of your advisory on file, please ensure that you have their contact details for us to update)

| Names | Names |
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|------------------|--|------------------|--|
| PROPOSER: | | SECONDER: | |
|------------------|--|------------------|--|

CLUB COMMITTEE: (Some clubs have these and some don't – read on)

Brief Description - A club Committee is sometimes formed by a club, if they wish to have a smaller working party to meet on a regular basis to forward plan events, the club programme or other activities. Ideally this is made up from the Club Officers who have been elected and then perhaps some active and enthusiastic members who will represent their fellow member's views. The Club Committee meetings are NOT where main decisions of the Club are taken. This should take place at a Club Business Meeting where all members have the opportunity to give input.

| Names | Names |
|-------|-------|
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|------------------|--|------------------|--|
| PROPOSER: | | SECONDER: | |
|------------------|--|------------------|--|

CLUB TRUSTEES:

Brief Role Description – The trustees of a charity are also known as the Management Committee. They are appointed from the Clubs membership and serve a post for 1 year but can be re-elected. The Charity Trustees are normally – Club Chairman, Club Secretary, Club Treasurer, Club Leader, Club Vice Chairman, Vice Secretary, Club President. They must be aged 18+ and clubs should elect an odd number i.e. 3 or 5

Key responsibilities include:

- *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*
- Please refer to the full description in The Source, for all the responsibilities.

NOTE THAT WITH THE BELOW, IT IS ESSENTIAL THAT WE HAVE ALL OF THIS DATA COMPLETED, AS INFORMATION IS THEN UPLOADED ONTO THE CHARITY COMMISSION WEBSITE.

| | | | |
|--|--|--------------------------|--|
| 1. Name: | | Date of Birth: | |
| Address: <i>(including postcode)</i> | | Telephone Number: | |
| | | Mobile Number: | |
| | | Email Address: | |
| 2. Name: | | Date of Birth: | |
| Address: <i>(including postcode)</i> | | Telephone Number: | |
| | | Mobile Number: | |
| | | Email Address: | |
| 3. Name: | | Date of Birth: | |
| Address: <i>(including postcode)</i> | | Telephone Number: | |
| | | Mobile Number: | |
| | | Email Address: | |
| 4. Name: | | Date of Birth: | |
| Address: <i>(including postcode)</i> | | Telephone Number: | |
| | | Mobile Number: | |
| | | Email Address: | |
| 5. Name: | | Date of Birth: | |
| Address: <i>(including postcode)</i> | | Telephone Number: | |
| | | Mobile Number: | |
| | | Email Address: | |

(note the above can be proposed en-bloc or individually)

| | | | |
|------------------|--|------------------|--|
| Proposer: | | Secunder: | |
|------------------|--|------------------|--|

PLEASE NOTE- IT IS IMPERATIVE YOUR CLUB IS REPRESENTED AT ALL COUNTY COMMITTEES
ALL AGENDAS AND MINUTES FOR THESE MEETINGS ARE SENT ON EMAIL ONLY

EXECUTIVE COMMITTEE: Two Club Representatives to attend 5 meetings at the County Office.

| | |
|-----------------|--|
| 1. Name: | |
| 2. Name: | |

What happens at the Executive Committee? This is the committee, which all the other county committees feed in to, all clubs should have representation here as it also where the County Trustees and Management Committee seek approval for any larger decisions of the federation.

SOCIAL AND FUNDING COMMITTEE: Three Club Representatives to attend 4 meetings at the County Office. 1 representative for this committee is ideally your Club Treasurer.

| | |
|-----------------|--|
| 1. Name: | |
| 2. Name: | |
| 3. Name: | |

What happens at the Social & Funding Committee? This is the committee, which organises the social events of the year, raising funds for the Federation in order to meet the budgets set at the Executive Committee Meeting. It decides on venues, DJ's, ticket prices, oversees the Harvest Festival and any other events during the year which involve socialising and fundraising! It also oversees the budgets for the year, sets the annual levy (membership) fee and is where all financial aspects of the federation are reported to.

COMPETITIONS COMMITTEE: Two Club Representatives to attend 4 meetings at the County Office

| | |
|-----------------|--|
| 1. Name: | |
| 2. Name: | |

What happens at the Competitions Committee? This is the committee, which organises and sets all the competitions for the year, it decides on judges, stewards, venues and all arrangements for the Rally, the County Show Competitions, Show Float theme and ensures that the current competitions are meeting the expectations of the membership.

DEVELOPMENT COMMITTEE: Two Club Representatives to attend 4 meetings at the County Office. It is ideal to elect one of your Club Leaders to represent your club at this meeting.

| | |
|-----------------|--|
| 1. Name: | |
| 2. Name: | |

What happens at the Development Committee? This is the committee, which looks after the marketing of the Federation, promoting YFC to the wider audience, puts on training to meet the needs of the membership and clubs, oversees the arrangements for the County Show Marquee and any promotional material produced for YFC including giveaways at the County Show, The Book of the Year and the website

SIX VOTING REPRESENTATIVES FOR THE COUNTY AGM: ALL MEMBERS ARE INVITED TO THE CLUB AGM BUT WE NEED THE NAMES OF 6 MEMBERS WHO WILL BE SENT AN AGENDA (ON EMAIL) FOR THE EVENING AND SHOULD THERE BE A VOTE ON THE NIGHT, THESE MEMBERS CAN USE THEIR VOTING SLIPS.

| | |
|-----------------|--|
| 1. Name: | |
| 2. Name: | |
| 3. Name: | |
| 4. Name: | |
| 5. Name: | |
| 6. Name: | |

THIS FORM IS TO BE COMPLETED AND RETURNED WITHIN 7 DAYS OF YOUR CLUB AGM PLEASE.
THIS IS TO ENSURE THAT WE UPDATE THE RECORDS AT THE OFFICE PROMPTLY SO THAT THE
CORRECT INFORMATION IS CIRCULATED TO THE RIGHT PERSON
THANK YOU IN ADVANCE FOR YOUR HELP WITH THIS