

Useful contact numbers:



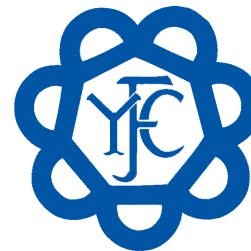
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NATIONAL FEDERATION OF  
YOUNG FARMERS' CLUBS

GUIDELINES FOR  
CLUB CHAIRMAN

- 1** The Chairman is responsible to the club members for the management of the club and its programme.
- 2** Understand the concepts of the YFC and keep up to date with the latest developments at all levels in YFC.
- 3** Know your constitution and correct meeting procedure.
- 4** Work with other club officers to ensure that child protection and health and safety requirements are met.
- 5** Encourage a good team spirit.
- 6** Use a little humour to relieve tension.
- 7** Meet, support and discuss issues regularly with your fellow club officers and ensure that you are aware of the other officers' roles as well as your own.
- 8** Welcome new members by speaking to them personally and ensuring someone will look after them until they become established. Speak to them at subsequent meetings.
- 9** Welcome and give a good introduction to speakers and see they are adequately thanked.

- 10** Maintain control firmly but be courteous at all times to all people.
- 11** Use your vote and casting vote sparingly and wisely.
- 12** Always maintain an impartial outlook.
- 13** Always be punctual with meetings and be a good ambassador for your club at other meetings.
- 14** Help future officers to learn the necessary skills.
- 15** Whilst not making a meal of formality, use correct committee procedures so that the club is an example to members on how to make collective decisions.
- 16** Keep discussions relevant.
- 17** Ensure that every meeting has an agenda which has been thought out and prepared. Ensure you know what you want to achieve.
- 18** Use group discussion to gather all your club members' suggestions to take to county meetings and remember to report back the outcomes.

- 19** Make sure that club activities are properly insured by checking unusual activities with our YFC insurers.
- 20** Contact the other local youth groups as some of their facilities can help your club.
- 21** Set a personal example to club members.
- 22** When in doubt consult the Club Leader or YFC office.
- 23** Refer to the Club Chairman Profile for more information.
- 24** Live the values of YFC – fun, learning and achievement.