

1 Seek new, fresh programme ideas from members, Club Leaders, advisors, friends and county staff.

2 Organise ideas into an enticing and varied club programme.

3 Work to a budget and liaise closely with the Club Treasurer and Chairman.

4 Keep and update a calendar.

5 Include county events on your club calendar.

6 Arrange meetings and visits for the programme but allow time for YFC business to be carried out.

7 Arrange meetings specifically for new members or for a specific target group, eg for the younger members in school holidays.

8 When inviting a speaker provide:

a) details of the subject, venue, date and time;

b) length of time for the speaker;

c) the number of people present and their age;

d) details of equipment available;

e) a reminder two weeks before the meeting and include directions;

f) a letter of thanks immediately after the meeting.

9 Ensure that the programme is distributed to the whole of the membership and the Advisory Committee.

10 Liaise with the Treasurer and Secretary to ensure confirmation of the venue and payment for each meeting.

11 Greet visitors and guests at meetings.

12 Participate in club and committee meetings.

13 Evaluate the programme of activities so that improvements can be made.

14 Work with other club officers to ensure that child protection and health and safety requirements are met.

15 Work with other clubs to arrange joint meetings.

16 Use the Club Programme Guide.

17 Try to include practice sessions for competitions in your club programme.

18 Try to include elements of training in your club programme from the NFYFC Skills Certificate Programme.

19 Read the full Club Programme Secretary Profile for more information.

20 Live the values of YFC – fun, learning and achievement.