

Useful contact numbers:



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NATIONAL FEDERATION OF
YOUNG FARMERS' CLUBS

GUIDELINES FOR
CLUB SECRETARY

- 1 The Secretary is the club's main contact point with the outside world.
- 2 Send your name and address to the county YFC office and to local organisations so that correspondence is not lost or delayed.
- 3 Keep up to date with the latest news. Read your National, Area and County newsletters and other NFYFC publications.
- 4 Know your club constitution. It should be stuck in the front of the minute book.
- 5 Work with other club officers, in particular with the Chairman in the production of the agenda and supporting information for each meeting, and with the Treasurer to ensure that payments are up to date.
- 6 Either write or type minutes immediately. Do not rely on memory. Make the minutes a concise record of decisions.
- 7 To ensure that you communicate effectively, go through the paper-work and underline the items the members need to know, ie WHAT is being suggested; WHEN it will take place; WHO is eligible; HOW much will it cost; the NEXT STEPS to be taken.
- 8 Share information with the members. Encourage members to read Club/County circulars. Pass them around then put them on the notice board.
- 9 Be reliable and punctual in all your dealings.
- 10 Telephone calls and postages should be recorded and a careful written note kept of messages and tasks to be undertaken.
- 11 Take prompt action as a result of club meetings; acknowledge correspondence promptly.
- 12 Employ a simple filing system eg next meeting, club programme, for reference, etc.
- 13 Retain past minutes, the constitution and the club's other historical documents.
- 14 When in doubt consult your predecessor, the Club Leader or YFC office.
- 15 Read the Club Secretary Profile for more information.
- 16 Live the values of YFC – fun, learning and achievement.