

As club chairman/woman...

You will both lead your YFC and inspire its members to have fun, learn and achieve. You'll have charity trustee responsibilities and are ultimately responsible for the management of the club and all its activities, ensuring it's legally run and a safe place for members. You will be key in making sure meetings are structured and conducted properly, that everyone is involved in making decisions and kept informed, and you will be entrusted with representing your club's views. You'll also need to have an in-depth understanding of the club's constitution and the responsibilities of the other club officers, so that you can manage and support your team.

You'll be an ambassador and a role model. You will be looked upon to set a good example, be a polite, friendly host, get involved and encourage everyone else to take part and feel included and valued. It will be up to you to promote YFC in your local community to attract new members, funding and support and create a positive public image of YFC.

Your responsibilities include:

- Chairing meetings, ensuring committee procedures are followed (see Section 3: Keeping it real) 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 secretary sends out thank-you letters to guests and any necessary payments are made by the 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 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 CRB 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, child protection and insurance laws.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.





Top tips for your role

The role of chairman/woman carries a lot of responsibility, but the unique democratic nature of YFC provides both the structural framework and the team to help you succeed. Here are a few things to try.

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 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?

Teamwork

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

Leadership

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

