Young Farmers’ Clubs of Ulster

Club Leader
Role Description and Guidelines

Revised June 2005
Chapter 1: Introduction

As Club Leader you now have the primary leadership position in your club. The overall performance of the club in the next year will depend, to a large extent, on how well you and your team of club officials carry out your roles. As the leader of the team a lot responsibility rests on your shoulders.

Chapter 2: Role Description

Being a good Club Leader is not just about club meetings; the vast majority of your work is done outside of this. As Club Leader you need to do the following:

SHOW LEADERSHIP

- By attending Club Meetings & Events
- By attending County Meetings & Events
- By attending CEO Competitions and participating.
- Attend officer bearer training and assist in Club Office bearer training
- Support a teamwork ethos, at all times
- Show by example particularly through participation in activities and events

Be informed

- Read the Associations Policies and guidelines, implement them and be in a position to inform others.

Motivate

- Other elected officials need to be encouraged and recognised for their work.
- Avoid criticising other officials at meetings.

Promote Planning

- You should initiate and play a strong part in the club planning process and ensure that it happens soon after you take office.

Promote Teamwork

- Encourage fellow officials and members to communicate with each other and help one another during busy periods. Encourage officials to involve assistant officers.

Delegate
• Make sure tasks are divided clearly and fairly amongst club officials.
• Everybody must be clear in what they have to do.
• Be careful that you yourself or other elected officials do not become burnt out during the course of the year.

**Think Long Term**

• The YFCU needs a constant supply of new leaders, and new members
• The main hallmark of a leader is if the club is stronger when they finish their term than when they started. Make sure that development is always a priority in your county.

**Be Objective**

• Do not allow your opinion or the opinion of others to colour your opinion of their ideas or suggestions and in so doing be mindful of the aims and objectives of the organization and your role thereon.

**Outside Meetings**

• Remember 60% work by an elected official is done outside the Club meeting; the other 40% is spent communicating, encouraging debate or gaining feedback at the meeting.

**Be Positive**

• The main enemy of any organization is negativity; do not allow this to set in.

**Avoid Burn Out**

• While it is important to be committed to your role you must avoid becoming ‘burnt out’ by trying to do too much.
• Seek help during busy periods and talk to your Training and Development Officer. You should enjoy your role you should not allow it to become drudgery-like.
Chapter 3: Task List

What does a Club Leader do?

- Consult with previous Club Leaders (if newly elected) and familiarize yourself with your role.
- Regularly read and honestly answer twenty questions for self-appraisal.
- You are responsible for ensuring adequate health & safety measures are in place for all club events and activities.
- Along with the Club Secretary you are the main point of contact for your members. Make sure that you are there to support and guide your members, particularly new and junior members.
- Make contact and liase with YFCU Staff team at Headquarters.
- Make contact and liase with office bearers from other clubs and within your county. Acquire contacts and contact details of all County Officials and YFCU Presidential team (e-mail addresses included).
- Establish suitable and workable methods of contacting the County Officials & Club Officials in your county.
- Regularly review and evaluate the County Communications Strategy for members, elected officials and volunteers so it is always effective.
- Read the Associations Policies and guidelines, implement them and be in a position to inform others.
- Plan, co-ordinate and attend all Club Meetings, Committee meetings. As you will be chairing Committee meetings.
- Help to plan and co-ordinate the Clubs annual programme of events.
- Be proactive, stimulate innovate, co-ordinate and evaluate. Cut away poor and uninteresting events and activities, and replace them with more worthwhile ones.
- Encourage & Support other Club Officers regularly.
- Seek out a replacement Club Leader if you are finishing your term of office in readiness for the AGM.
- Seek out leaders & potential Club Officials and encourage them to go forward for particularly suited positions.
Chapter 4: Committee Meetings
These are the things you need to do before, during and after the meetings

Before the Meeting

Why have meetings:
Any effective organisation needs to hold regular meetings. It is the main method by
which any voluntary group or organisation does its business. It is therefore crucial that
meetings are well run and efficient. It is also important that they are used for reaching
decisions and that these decisions are properly recorded and carried out.

Setting the Agenda:
A set agenda should be outlined for each meeting this should be circulated in advance
(where practical). This should be drawn up by the secretary following consultation
with the Club Leader and circulated via the secretary to all committee members.

Sample Agenda
1. Open meeting
2. Adoption of agenda
3. Minutes
4. Matters arising
5. Correspondence
6. Main Agenda Specified Business Items
7. Reports
8. Any Other Business
9. Close meeting

Ordinary Meeting Procedure:
The items on any agenda should be:-

1. Open Meeting

It is important for the presiding chairman to declare the meeting open and
welcome members attending so that it is clear that the meeting has commenced.

2. Adoption of Agenda

This gives the members a chance to propose the addition of items to the agenda
subject to the approval of the meeting. The agenda should be proposed and
seconded with the proposer and seconder being recorded in the minutes.

3. Minutes of the Previous Meeting

These should be circulated in advance (if possible) to give members an
opportunity to consider them before they are ratified. The minutes require a
proposer and seconder whose names should be recorded in the minutes of the
meeting at which the minutes are ratified.
Minutes should be brief but must record the attendance at the meeting, any correspondence received, all decisions taken, any actions to be taken and who is undertake them.

**N.B.** The minutes only become the official record of the meeting when they are passed at the next meeting. Once they are passed they become the legal record of the proceedings of the meeting. They should be signed by the Club Leader and stored for safe keeping in an official minute book.

4. **Matters Arising (From the minutes)**

Once the minutes have been ratified the next item should be matters arising. Under matters arising the Club Leader, secretary or any other individual or group who has been given responsibility for carrying out an action point from the previous meeting should update the meeting on their progress. The chairman should start by outlining his/her progress on matters they have taken responsibility for and then call on the other individuals or groups to give their updates.

If a matter or report in the minutes is on the agenda for later in the meeting then it should not be discussed under matters arising but deferred until that item comes up for discussion.

**N.B.** Matters arising is an extremely important part of any meeting as it ensures that decisions taken by previous meetings are properly followed up. If they are not then meetings become a waste of time!

5. **Correspondence**

Correspondence should be read by the secretary, who should be familiar with it in advance in order to be in a position to summarise where possible in order to save time.

6. **Main Items on the Agenda (Club Business).**

This section of the agenda should be decided by the secretary in consultation with the club leader. Wherever possible these items should be forwarded to Headquarters for circulation (this should be regarded at best practice). If not, a sole item ‘County Business’ will appear on the agenda and the items agreed on the adoption of the agenda.

7. **Reports.**

This section of the agenda allows for the Club Treasurer to give an update on the financial status of the Committee and the profit and loss on events, which have been completed.

The Club Public Relations Officer should also report on any publicity the county has received since the last meeting.

Club Officials should report any matters they deem relevant
9. **A.O.B.**

Any Other Business (A.O.B.), which provides the ordinary members with an opportunity to raise brief points. If a member has a major issue which they want discussed, then they should propose at the start of the meeting (when the agenda is being adopted) that the matter be added to the agenda. In general if the chairman considers a point raised under AOB is an important but non-urgent matter that will take some time, they should suggest that the issue be added to the agenda for the next meeting, rather than spending a lot of time on the issue at the end of the current meeting.

In general it is a sign of a poorly planned meeting if a lot of matters are being raised under AOB. A long AOB is one of the main reasons why meetings drag on.

10. **Close of Meeting**

The meeting should be officially declared closed at the end and members attending thanked for their contribution.

**After the Meeting**

**Effective meetings:**

The purpose of any meeting is to make decisions. While it is important to have proper debate to ensure that all factors are taken into account prior to decisions being arrived at each debate should result in a decision. Meetings should be as brief as possible. If they drag on and become boring people will not continue to turn up.

**Problems with Meetings:**

- Lots of talking but no decisions.
- Members not following up on decisions or tasks.
- Long-winded and repetitive contributions.
- The same individuals talking all the time.
- More than one person talking at the same time- poor control.
- Meetings being poorly planned i.e. no agenda or the agenda not being adhered to.
- Meetings starting late.
- Meetings dragging on too long.
- Too many meetings being held.

Ensuring that none of these are allowed to happen is mainly the responsibility of the Club Leader with the secretary having a major role in the planning and recording of the meeting.
After each meeting the Club Leader should review this list to ensure that none of these things are happening at meetings they are running.

It is also a good idea for the chairperson to ask for feedback on the meeting from members on a one to one basis.

If you are having some difficulties with meetings then you should consult your predecessor, another Club Leader from a neighbouring club or a member of Headquarters Staff.
Chapter 5: Questions For Self Appraisal

1. Do I work effectively to maintain an efficient team?
2. Do we have a proper Club Plan?
3. Am I Punctual?
4. Do Club Meetings start on time?
5. Are all of the members and officials enjoying their roles?
6. Do some officials need help?
7. Are meetings being run efficiently and effectively?
8. Are we having enough meetings?
9. Are we having too many meetings?
10. Are decisions taken at meetings being followed up on?
11. Do I have enough contact with Headquarters Staff, County or Central officials?
12. Am I aware of and understand my responsibilities in accordance with the Associations Policies and guidelines implement them and be in a position to inform others.
13. Am I becoming burnt out?
14. Am I setting a good example to other members?
15. Are all club members getting involved and playing an active role?
16. Am I positive about the Organisation?
17. Is work evenly distributed amongst the Club Officials?
18. Am I seeking out new Leaders?
19. Are we adhering to the Club Plan?
20. Are Procedures being adhered to?
21. Am I Thanking and encouraging the Club Committee for their work?