Young Farmers’ Clubs of Ulster

Club Secretary
Role Description and Guidelines

Revised June 2005
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Chapter 1: Introduction

The Secretary is the backbone of any club committee within the YFCU. His or her single most important duty is to communicate effectively with members and officials within the club, the county and the wider YFCU family or with external organisations or individuals. Skills such as letter writing, dealing with correspondence, taking or reading minutes are only a part of this communication process. With effective communication, the club can flourish. As secretary you have the pivotal role in insuring that this is the case in your club during your period of office.

Chapter 2: Role Description

As Club Secretary 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

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

Promote Planning
- You should play a strong part in the club planning process and specifically in circulating the plan to clubs members and Headquarters.

Promote Teamwork
- Involve assistants and delegate tasks to encourage and involve other officials and members in county run activities.

Administration
- You have the responsibility for the administrative duties of the club committee e.g. Such as preparing, writing and circulating agendas, writing letters on behalf of the county, taking minutes.

Be Objective
- Do not allow your opinion or the opinion of others to colour your projected aims and in so doing be mindful of the aims and objectives of the organisation and your role thereon.
Outside Meetings

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

Be Positive

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

Avoid Burn Out

- While it is important to be committed to your role you
- You must avoid ‘burn out’ by trying to do too much. It is important to seek help during busy periods. Your role should be enjoyable and not become drudgery.

Chapter 3: Task List

What does the Club Secretary do?

Meetings – Both Committee Meetings and the Official part of Club Meetings

Before Meetings:

- Draw up the agenda with the Chairperson (Club Leader).
- Check or book the venue for the meeting.
- Summarise lengthy correspondence.

During Meetings:

- Arrive in good time with the equipment to carry out your work.
- Read the minutes loud and clear (if they have not been circulated) and when they are adopted obtain the Chairpersons signature on them.
- Circulate a sign in sheet to those present and apologise for those who have said that they will be absent.
- Read correspondence and/or summarise if necessary.
- Take notes from the meeting for the minutes.
- Make sure all proposals and decisions are recorded.
- Record the names of people assigned responsibilities and/or duties.

After Meetings:

- Write up the minutes ASAP while they are still fresh in your mind.
- Answer correspondence.
- Write any necessary letters.
• Keep a record of all expenses and notify the Treasurer of those.

In addition to meetings the club secretary should…

• Consult with previous Club Secretary (if newly elected) and familiarise yourself with your role.
• Regularly read and honestly answer twenty questions for self-appraisal.
• Plan and produce a club programme with the assistance of the club committee.
• Co-ordinate club member’s participation in CEO Competitions.
• Attend and complete Child Protection Training
• Deal with any club correspondence outgoing or incoming effectively.
• Make contact and liaise with club members and club committee members.
• Make contact and liaise with YFCU Staff team at Headquarters
• Make contact and liaise with office bearers from other counties and the YFCU Presidential team.
• Acquire contacts and contact details of all County Officials and Club Contacts, YFCU Presidential team (e-mail addresses included).
• Establish suitable and workable methods of contacting the County Officials & Club Officials in your county.
• Read the Associations Policies and guidelines, implement them and be in a position to inform others.
• Plan, co-ordinate and attend all Club Committee meetings.
• Assist with and co-ordinate Club Office Bearer training
• Encourage & Support other County Officers regularly.
• Seek out replacement Secretary if you are finishing your term of office in readiness for County AGM
• Write up AGM and Annual report.
• Prime new Secretary in readiness to continue on where you have left off.
Chapter 4 : Administration

What’s involved?

- Responsibility for correspondence in and out
- Preparing agenda following consultation with the chairperson
- Booking venues
- Recording and keeping minutes of meetings
- Reading correspondence at meetings
- Acting promptly on correspondence
- Completing forms accurately
- Inviting guests and ensuring that they are made welcome.
- Preparing an annual report for presentation at the AGM
- Working closely with the Chairperson to ensure that events and meetings run smoothly.
- Receiving and dealing with correspondence from head office

What you need to be an Effective Administrator:

- Names, addresses and telephone numbers of club members, club, county and Central officials, YFCU Headquarters and the names and responsibilities of Staff
- List of the Clubs in the County and in the Association.
- Knowledge of recent history of the club, what worked well, what didn’t. What events were successful, which events weren’t?
- A detailed knowledge of YFCU structures, at club, county and Central level.
- Knowledge of the Objectives of the organisation and how these can be achieved.
- Knowledge of the clubs procedures
- Insurance
Chapter 5: Agenda Setting

The agenda should be circulated at least 10 working days before a club committee meeting. It should be circulated to all the club committee members. The agenda should be drawn up in consultation with the chairman.

A typical example of an agenda is as follows:

Dear Committee Member,

A meeting of The Glens YFC Committee will be held in the Castle Hotel, Ballycastle on Monday the 15th of October, 2004 at 8.00 p.m. sharp.

Agenda

1. Introduction
2. Adoption of Agenda
3. Minutes of the previous meeting
4. Matters arising from minutes
5. Correspondence
6. Club Committee Business
7. Reports
8. A.O.B.
9. Close

All Club officials are expected to be in attendance.

Yours in Sincerely
Noelle Calvin
Club Secretary
Chapter 6 : Meeting Procedures

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 Chairperson 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 Chairman, 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).**  
The secretary in consultation with the chairman should decide this section of the agenda. Wherever possible these items should be forwarded to Headquarters for circulation (this should be regarded at best practice). If not, a sole item ‘Club 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.

8. **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.

9. **Close of Meeting**  
The meeting should be officially declared closed at the end and members attending thanked for their contribution.

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**Chapter 7: Minutes**

Accurate minutes are central to the smooth running of the club. There is no need for a secretary to record every little detail that went on at the meeting, instead a record should be taken of:

- Each item discussed
- Proposers and Seconders where necessary
- Any decisions taken
- The persons or groups responsible for the actions to be taken
Criteria for Taking Minutes:

- Write in note form at the meeting.
- Ensure that all decisions taken are recorded.
- If unsure of any information, decisions or who is to carry out actions, ask for it to be repeated or clarified.
- Note all tasks to be undertaken and who has responsibility for each task and by when they are to be carried out if relevant.
- Do not be afraid to ask the chair to slow down the pace of the meeting if you feel you are finding it difficult to keep with your notes.
- Remember that you are also a key leader in your county or region, it is important that you give your opinion on points being discussed. You are a participant in the meeting as well as the person recording the minutes.

Criteria for Writing Minutes:

- Minutes should be clear and to the point
- Minutes should be an accurate account of what happened at the last meeting.
- Avoid long-winded type essay accounts
- Record names of those that proposed and seconded all decisions and reports
- The layout should correspond to the layout of the agenda
- The minutes should be written up into the minutes book and included in the set ring binder as soon as possible after the meeting where they are agreed.

Refer to “Minute Taker” & “Minute Reporter” templates viewable in the Appendices and may be downloaded from the “YFCU Website”


**Sample Minutes**

Minutes of the meeting of The Glens YFC Committee September 29th, 2002 in The Glens YFC Hall.

1. Introduction
The Chairperson declared the meeting opened at 8.30 pm. And welcome members attending the meeting

**Attendance**
White – Club Leader; B. Greene -PRO; C. Black -Treasurer; F O’Malley –Secretary; D. Brown. S McNeil – Assistant Secretary, T Bailey Assistant Treasurer, W Willis – Committee, R Armstrong- Committee

**Apologies**
E Grey –Assistant Club Leader

2. Adoption of Agenda
As circulated
Proposed:- B. Greene  Seconded:- D. Brown

3. Minutes of Previous Meeting
Agreed as circulated
Proposed:- C. Black  Seconded:- B Greene

4. Matters Arising
The treasurer reported that the outstanding sponsorship monies as highlighted at the last meeting had now been forwarded to the county executive.

5. Correspondence
Letter from Mary Murphy head of training and development re club officer training. The fee has been set at £ XX and indicating a closing date of September 10th for return of booking forms. The Chairperson asked all officers to make a special effort to attend. It was agreed that Officers would indicate at the next county officers meeting whether or not they would be attending.

A Letter from AIB representative Mr. Hugh Rich thanking the club for their hospitality at the recent dinner dance.

6. Other Agenda Specified Business

6.1 Club Fundraiser
A detailed discussion took place on ideas for a county fundraiser. Following various suggestions it was agreed to hold a race night in October. The secretary will check the availability of the Town Hall on Friday night’s during October the treasurer will source quotes for printing of race-cards and tickets. The details will be finalised at the upcoming county sub-committee meeting after which details will be forwarded to clubs.
6.2 Public Speaking
The chairperson reminded people that the County had prioritised the public speaking competition for this year he asked all clubs to ensure that they had a participants in the competition this year.

7. Reports

7.1 Treasurers Report
County Bank Current Account balance is £400. This months outgoings included………………….. Income included ………. County fundraiser made………. Profit & Loss on each of the following events is ……….

7.2 P.R.O. Report
County PRO extraordinaire urged clubs to submit articles on upcoming events. The county is to run a recruitment drive spread in Farming life . All clubs to submit club overview piece with the relevant club contacts etc. before Monday the 9th of ………

7.3 Programming Committee Report
(An account of the representative’s report on last committee meeting is placed here)

7.4 Development Committee Report
(An account of the representative’s report on last committee meeting is placed here)

7.5 Executive Committee Report
(An account of the representative’s report on last committee meeting is placed here)

7.6 Club Reports

• **Ballygo forwards club** are going away on a mystery weekend tour on the 10th of December. Any interested Clubs are welcome to join them for the small fee of €10 all-in.

• **Ballygo Club** are holding a club Fundraiser on the 26th of September. It will comprise of ballad session followed by Happy Hour Cocktail Party.

8. Headquarters Business
(An account of the HQ report and any subsequent discussion is placed here)

9. A.O.B.
D Brown informed the meeting that Moycraig club would be holding a table quiz on September 1st in the parish hall in Bushmills and he asked club members to support the event.

10. Close of Meeting
The meeting closed at 10.05 pm. The next county committee meeting will be in the Collone YFC hall at 8.30 Sharp on November 16th 2002
Chapter 8 : Letters

As secretary it is your job to write any correspondence on behalf of your county. You also have responsibility for dealing with incoming correspondence and ensuring that items are brought to the attention of the relevant officials, committees or clubs.

Incoming Letters:

- All letters, which the county secretary receives, should be filed and brought to the meeting. Check if the correspondence requires urgent attention. If it does you need to bring it to the chairs attention and decide on a course of action.
- All letters should be read in advance and summarised.
- It is recommended that the chairperson and secretary go through the correspondence before the meeting.
- The correspondence should be read aloud by the Secretary when asked by the Chairperson.
- Record decisions taken if matters arise from the correspondence. It is often useful to actually write a note on the correspondence outlining what decision was taken in relation to it.

Writing Letters:

- Letters should be short concise and to the point.
- Use Club headed notepaper.
- Identify the Committee on whose behalf you are writing.
- Give a contact name and telephone number. Stick to the point.
- Keep a copy of all outgoing correspondence.
- Don’t be afraid to ask your predecessor or another officials or member of YFCU staff for help or guidance with a letter particularly if it is of a sensitive nature.
Chapter 9: Filing and Keeping Records

Each Secretary should maintain a filing system for the club. This system must be clear and concise so that relevant details can be handed over to their successor.

There are several systems that may be used but the simplest are either a Lever Arch File with dividers or a box file.

Before setting up a system of record keeping, decide which records need to be kept. Secretaries should make a point of reading the YFCU Confidentiality Policy, which sets the parameters for record keeping in the Association.

Documents of a sensitive nature may be forwarded to Headquarters for safe keeping (ask Headquarters Staff for details).

*Records which should be kept:*

- Lists of names, addresses, telephone numbers and contact details for the officers in each club in the county.

- Lists of names, addresses and telephone numbers of all relevant contacts e.g. YFCU HQ, County Officials, Club Officials, Club Members.

- Club Activities:
  - A copy of your Club Plan.
  - A copy of the Club Programme.

- All correspondence sent and received from/by the Club.

- Copies of attendance lists at club meetings and competitions.

- Copies of attendance list at CEO competitions as well as results.

- Expenses incurred in carrying out your role as secretary.
**Chapter 10: Sample “Minute Taker” Template**

Minutes taken by:  ____________________________

Date:  __________________

Type of meeting (e.g. Club meeting, Committee etc)  
___________________________

### Attendance at meeting

#### Names

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#### Apologies

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Time meeting started  _______________
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<th>Discussion</th>
<th>Decision</th>
<th>Person(s) Responsible</th>
<th>Time Scale (if applicable)</th>
<th>Proposer</th>
<th>Seconder</th>
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Meeting:
Venue:
Date:
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Chapter 11: Sample “Minute Report” Template

Sample Minutes & Recording Template

Meeting of County: 

Held in: 

Date: 

1. Introduction

The Chairperson declared the meeting opened at: ______ pm.

In Attendance

Chairperson: 
Secretary: 
Treasurer: 
PRO: 

Clubs Officials present were/are

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

The Total Attendance was ________ people altogether
2. **Adoption of Agenda**

   **As circulated:** Yes/No

   Any amendments:

   Proposed:

   Seconded:

3. **Minutes of Previous Meeting**

   **As circulated:** Yes/No

   Any amendments:

   Proposed:

   Seconded:

4. **Matters Arising**

   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

____
5. Correspondence

6. Other Agenda Specified Business

7. Reports (in order)
   Treasurers Report

   P.R.O. Report
9. **A.O.B.**

10. **Close of Meeting**

The meeting closed at ________________________________

Next meeting will be held in:

Date: ________________________________

Time: ________________________________

**Chairperson’s Signature:**

Date: ________________________________
Chapter 12: Questions For Self Appraisal

1. Do I work effectively to maintain an efficient team?
2. Have I an accurate directory of contact names, addresses and phone numbers?
3. Am I punctual?
4. Am I setting a good example to other members?
5. Are all club members getting involved and playing an active role?
6. Do I consult with the Chairperson before drawing up and circulating meeting agenda’s?
7. Do I return phone calls promptly?
8. Is everybody getting sufficient notice of upcoming events and meetings?
9. Is all outgoing correspondence neatly written and easily understood?
10. Do I have a proper filing system i.e. Can I find anything I need quickly?
11. 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.
12. Do I attend all necessary meetings?
13. Do I pay attention to all incoming correspondence and ensure it is dealt with properly and expeditiously?
14. Do I summarise correspondence before the meeting?
15. Are my minutes concise and to the point?
16. Do I keep copies of all outgoing correspondence?
17. Do I remember to show appreciation to fellow officers and members and to send thank you notes to guest speakers?
18. Do I maintain a good contact with county and club officers?
19. Do I delegate and involve the assistant Secretary sufficiently?
20. Am I positive about the Organisation?
21. Do I enjoy the job of Secretary?
22. Am I becoming burnt out?
23. Have I identified someone to take over from me?