

WVYFC GUIDELINES FOR CLUB CHAIRMEN

1. The Chairman is responsible to the Club Members for management of the Club and its programme.
2. Understand the modern concepts of the Young Farmers' Movement; read what is going on in YFC in the National and County publications.
3. Know your Constitution and correct meeting procedure.
4. Encourage a good team spirit.
5. Use a little humour to relieve tension.
6. Welcome new members by speaking to them personally and by ensuring someone will look after them until they become established. Speak to them at subsequent meetings.
7. Welcome and give a good introduction to speakers and see they are adequately thanked.
8. Maintain control firmly but be courteous at all times to all people.
9. Use your vote and casting vote sparingly and wisely.
10. Always maintain an impartial outlook.
11. Always be punctual with meetings and be a good ambassador for your Club at other meetings.
12. Help future officers to learn the necessary skills.
13. While not "making a meal" of formality, use correct committee procedures so that the Club is an example to members on how to make collective discussions. Keep discussions relevant.
14. Ensure that every meeting has an agenda which has been thought out and prepared. Ensure you know what you want to achieve.
15. Use group discussions to gather all your Club Members' ideas for the Club Programme. It is not the job of the Club Officers to decide the programme.
16. Remember your Club is part of the local community.
17. Contact the county Youth Service; they can help your Club.
18. Set a personal example to Club members.
19. When in doubt consult the Club Leader or County Organiser.