

WVYFC GUIDELINES FOR CLUB SECRETARIES

1. The Secretary is the member of the Club Officer Team who is the Club's lifeline with the outside world. Send your name and address to County YFC Office and to local organisations so that correspondence is not delayed or lost.
2. Know the ideals of the YFC Movement. Read your National and County News Sheet and other NFYFC publications to keep up to date.
3. Know your Club Constitution. It should be stuck in the front of the Minute Book.
4. Work with other Club Offices, particularly the Chairman, in the production of the Agenda and supporting information for each meeting.
5. Write Minutes immediately. Do not rely on memory. Make the Minutes a concise record of decisions.
6. When inviting a speaker give:
 - Details of the subject, venue, date and time.
 - Length of time for the speaker.
 - The number of people present, their age, likely degree of interest in the speaker's subject, etc.
 - Give details of equipment available, the type of electrical socket, etc.
 - Send a reminder two weeks before the meeting and include directions.
 - Send a letter of thanks immediately after the meeting.
7. To ensure you can be effective in communication, go through the paper work and underline the items the members need to know, i.e. *WHAT* is being suggested; *WHEN* it will take place; *WHO* is eligible; *HOW MUCH* it will cost; *THE NEXT MOVE* to be taken.
8. Encourage members to read Club circulars. Put them on the notice board and pass them round.
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, e.g. Next Meeting; Club Programme; For Reference, etc.
13. Courtesy and attention to detail is the Golden Rule.
14. Retain past Minutes, Constitution and the Club's other historical documents.
15. When in doubt consult your predecessor, the Club Leader or Organiser.
16. Have good records and hand over the Club business in a better shape than you found it.