



## THE ROLE OF CLUB PROGRAMME SECRETARY

### AS CLUB PROGRAMME SECRETARY...

You will need to be committed, organised and have the time to listen to and involve your members in planning a good club programme.

It is always good to collect ideas from the members themselves at the start of the year as this will create more interest and result in greater membership engagement. It's an important job and it takes hard work and effort to put together a programme offering something for everyone to enjoy that will also attract new members and encourage everyone to take part in YFC activities and events.

You'll take up training opportunities to help you in your role and will also need to work closely with the other club officers, leaders and advisory committee. You'll be prepared to make contact with other organisations, make the necessary bookings and work with the county diary.

### YOUR RESPONSIBILITIES INCLUDE:

- Looking for new programme ideas from a host of sources, including your members, leaders, advisers, friends, county staff and NFYFC resources.
- Organising ideas to create a varied and attractive club programme that has something for everyone.
- Making contact with local organisations, speakers and venues to make bookings and any other necessary arrangements.
- Liaising closely with the treasurer to work and plan events within a budget.
- Keeping an updated calendar of events and to update members at each club meeting.
- Co-ordinating your club programme with the county diary, so that club and county events don't clash. Include county, area and national events in your own club's calendar, and remember to book your club's events into the county schedule as soon as dates are fixed.
- Evaluating your club programme regularly, so it can be built on and improved upon.
- Working with other club officers to make sure safeguarding and health and safety requirements are met, that all activities are risk assessed, parental consent forms are used and that any helpers and guests are DBS checked, if necessary.
- Ensuring you have a copy of the insurance policy and understanding what activities it covers.



- Making sure the programme of activities meet the needs of all your members, are suitable for its intended age group and are something your members actually want to do.
- Arranging meetings specifically for new members – see the section on New Member evenings.
- Making sure copies of the club programme are given to all your members, the advisory committee and county office. Have a hard copy and/or publish it online which can then be accessed by more people. Remember it is really important to communicate any club meetings/events as this helps members and parents to plan ahead.
- Advertise club open events and fund raisers to encourage a wider audience and increase the numbers attending. Use local notice boards, village magazines and appropriate social media platforms.
- Club programmes should be given out with the Parental Consent form so that parents/guardians can give informed consent for their child (anyone U18 years old) to participate in the activities listed in the programme. If the club programme can be produced at the start of the year this will reduce the amount of parent consent forms required throughout the year as they can complete one for all the events on the produced programme.

## **THE ROLE OF CLUB WELFARE & SAFEGUARDING OFFICER**

### **TOP TIPS FOR YOUR ROLE...**

The programme secretary has one of the most important YFC roles. Try to include activities that involve educational, social, agricultural/ rural affairs, community work and environmental/current affairs

Here are a few things to try:

#### **PLANNING**

Make a list of meetings at your regular venue and ones outside, then provisionally book the venue for your 'in' meetings.

#### **COLLECTING IDEAS**

Ensure that at your new member's night there is time to collect suggestions from members of activities they would like to do–this way your events will be successful.

#### **BEAR IN MIND...**

Time of year, religious and cultural occasions, school holidays, recommendations and planning meetings with other YFCs.

#### **COMPETITIONS**

Link your programme to the competitions schedule and book taster/practice sessions as club meetings.



## BOOKINGS

Introduce yourself, discuss what you would like them to do, ask about costs and suggest suitable dates. Confirm all details in a letter or by email.

## NEW IDEAS

Visit the NFYFC website for fresh ideas and useful links to other organisations that will give talks, such as LEAFed and the RSPB.

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