



A SUMMARY FOR THE ROLE OF COUNTY CHAIR OR VICE CHAIR

For further details, please refer to the original Template Role Description for Chair of County Executive Committee written by NFYFC 2021 which should be read in conjunction with this summary.

CHAIR OF THE COUNTY EXECUTIVE COMMITTEE (OFTEN KNOWN AS COUNTY CHAIR)

It will be your responsibility to Chair the Executive committee which acts as the Board of Charity Trustees for the County. This committee is made up of members nominated by the clubs that form the county federation as YFC is a democratic youth organisation.

ELIGIBILITY – WHO CAN BE COUNTY CHAIR

Ideally, you should be over the age of 18 (or over the age of 16 if your county federation is a company or a Charitable Incorporated Organisation (CIO)), as you will be a trustee for your county federation.

If you are under the age of 18 (of an unincorporated charity) you cannot act as a charity trustee. However, you can still be County Chair and will need to elect someone in your place to carry out trustee duties on your behalf. Please consider the requirements of the role and whether it is the most suitable position for you to hold at such a young age.

AS A CHARITY TRUSTEE:

To fulfill your role of County Chair and Trustee you must be familiar with the six main duties of what is involved in being a Charity Trustee (click here for more information [As a County Charity trustee.docx](#))

- Comply with all your charity's governing documents and the law
- Ensure the charity is accountable
- Act with reasonable care and skill
- Ensure your charity is carrying out its' purposes for public benefit
- Act in your charity's best interests
- Manage your charity's resources responsibly

Please visit the link below for further advice and guidance on being a charity trustee
<https://beingacharitytrustee.campaign.gov.uk/>



ESSENTIAL KNOWLEDGE - BUT YOU WILL ALSO DEVELOP KNOWLEDGE ON THE JOB

A County Chair needs skills and experience to contribute to the development and stability of the county including knowledge and understanding of:

- How your county operates and the needs of your members
- Your county constitution which sets out your charity's aims, purposes and objectives
- The National Federation of Young Farmers' Clubs (NFYFC) structure and the democratic processes available for all to be involved
- All relevant policies and/or where to access them in particular Safeguarding Children and Vulnerable People, Code of Conduct and Behaviour Policy

COMMITMENT AND RESPONSIBILITIES WILL INCLUDE:

- Chairing Executive meetings having ensured that you have: read previous minutes: checked any outstanding actions and help to set the agenda
- Getting to know your membership through club visits and assisting at county events
- Be the first point of contact outside of office hours
- Preparing yourself for the year ahead by undertaking training including the County Chairs' Training Weekend and safeguarding training run by NFYFC
- Building a close working partnership with your County Staff team to support one another
- Growing, developing and supporting the clubs by ensuring club officers have training opportunities to help them fulfill their roles and ensure best practice
- Helping to plan and deliver realistic county objectives throughout the year and include County Staff in projects and encourage open communication
- Liaising frequently with your management, county officer and staff team to discuss, plan and co-ordinate attendance at various County, Club YFC and external events as required
- Succession planning to guarantee that key information and knowledge is passed on
- Ensure the views of members are represented at both area and NFYFC council meetings

DESIRABLE ATTRIBUTES AND WAYS OF WORKING

- Leadership: To inspire and motivate others to get the most out of their YFC experience
- Role Model: Be reliable, trustworthy, and diplomatic. To uphold the values of YFC and the code of conduct to create a safe environment for members to learn and grow
- Friendly and approachable: Be proactive and inclusive with members and supporters as well as connect with a variety of people from all walks of life as an ambassador for YFC
- Communication: To chair meetings impartially, seek opinions and ensure all voices are heard. To be in regular contact with the membership with positive encouragement
- Teamwork: To encourage collaborative working with both staff and members throughout the year and delegate where necessary to help achieve county goals
- Confidentiality: Maintaining confidentiality is crucial in your role.



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- Willingness to learn: To be open to learn and take advice, as no one knows everything

SUPPORT AND RESOURCES

- County staff provide experience and impartial support to you during agreed hours
- Training is available in a variety of forms (via County and NFYFC) which will assist your role
- Your Officer Team/Management committee who you will work closely with have a wealth of experience and knowledge to impart
- The Staff Management Committee. You will be part of this committee but will not take sole ownership of staff management and employment. The staff management committee will collectively become the employer of staff and will ensure the appropriate policies and procedures are in place and that staff are properly managed and supported
- NFYFC has a knowledgeable team of staff who offer an additional support network. The NFYFC website also has a vast amount of information <https://www.nfyfc.org.uk/>

EXPENSES AND TRAVEL

County Officers should be provided with reasonable expenses to assist them in undertaking their duties without incurring personal costs. Please ask your County Federation for further details.

ABOVE ALL HAVE FUN THROUGHOUT YOUR YEAR

