

# **Chairman Survival Guide**

## **Responsibilities**

The Chairman is responsible to the Club Members and for the management of the Club and its programme. You are the Clubs figurehead. Behave responsibly and set a good example to your members at all meetings.

You should be aware and understand the concepts of the Young Farmers' movement and keep up to date with events and information in National and County publications. Encourage a good team spirit within your club

## **What do I need to know?**

Know your club constitution, a copy of which should be attached to the secretaries Minute Book. Contact the County Office if you have problems locating it, it is a legal document. Plus know the correct meeting procedure, prepare an agenda of what needs to be covered in the meeting and discuss it with your secretary before the meeting. Make sure you know what you want to achieve at the meeting.

## **Punctuality**

This is important. Ensure that your meetings start on time and that you are there on time. It is more important for new and younger members. If parents are transporting members to meetings they need to know that the times are constant and they have not got to wait for long periods waiting for meetings to finish. Ensure that they have a finishing time.

## **Meetings**

Welcome new members to the meeting and ensure that there is someone to look after them until they become established as a member. Speak to them at following meetings.

Your guest speakers should be welcomed by you and warmly introduced to the members, then adequately thanked at the end of the evening.

## **Decision Making**

- Maintain control but be courteous at all times to all people.
- Use your casting vote sparingly and wisely.
- Always maintain an impartial outlook.
- Use group discussion to gather all of your club members' ideas for the Club programme, assist the Club Officers to decide a programme.
- While not 'making a meal' of formality, use correct committee procedures in making collective decisions, keep discussions relevant.

## **Community Involvement**

Remember that your Club is part of the local community and links should be made with the local bodies; e.g. Parish councils, carnival organisers, fete organisers. The County Youth Service is able to provide assistance for your club.

## **...and Finally**

Set a good example to your club members, encouraging and assisting others who wish to take on one of the Club Officer roles in the following year.

**When in doubt consult your Club Leader or County Organiser**