

2019/2020 CLUB OFFICER RETURNS

Name of Club: **Year End Accounts Enclosed**

Day, Meeting Time and Frequency:

Place of Meetings:

Date of Next Club AGM: Please sign this column to give permission for your contact details to be given out to prospective new members

Position	Full Name	Full Postal Address	Sign to grant permission	Tel No	Other Info Mobile/Fax
PRESIDENT					
		POSTCODE			
		E-MAIL			
CHAIRMAN <small>Will be DBS checked if 18 years of age or over</small>					
		POSTCODE			
		E-MAIL			
VICE-CHAIRMAN <small>Will be DBS checked if 18 years of age or over</small>					
		POSTCODE			
		E-MAIL			
SECRETARY <small>Will be DBS checked if 18 years of age or over</small>					
		POSTCODE			
		E-MAIL			
TREASURER <small>Will be DBS checked if 18 years of age or over</small>					
		POSTCODE			
		E-MAIL			
All Treasurers MUST supply a signature for use by County Office		SIGNED:	DATE:		
PROGRAMME SECRETARY					
		POSTCODE			
		E-MAIL			
PRESS SECRETARY					
		POSTCODE			
		E-MAIL			
MINUTES SECRETARY					
		POSTCODE			
		E-MAIL			
ASSOCIATE MEMBERS <small>These must be nominated at your AGM. £5 insurance charge will be made with your fees + £6 National Fees = £11</small> → <small>Please list names (use separate sheet if nec)</small>					

Name of Club

Club Executive Committee Representatives

The Executive Committee meets 4 times a year in Harrogate and members of the Executive are expected to attend the Yorkshire AGM in May. The Executive Committee meets to approve the Sub-Committee Minutes (Finance, Activities and D&M). Elected representatives from your Club should report on all the decisions taken on your behalf and seek the opinions of your members on future policy. One member must be under 26 years of age. Please ensure we have email addresses for these members as that is how agendas are sent.

Position	Full Name	Full Postal Address	Telephone No	Other info ie Mobile/Fax
EXECUTIVE (1) REPRESENTATIVE These reps must not be already Elected via District				
		POSTCODE		
		E-MAIL		
EXECUTIVE (2) REPRESENTATIVE These reps must not be already Elected via District				
		POSTCODE		
		E-MAIL		
EXECUTIVE REPRESENTATIVE DEPUTY These reps must not be already Elected via District				
		POSTCODE		
		E-MAIL		

MANAGEMENT COMMITTEE – At least 3 people to be elected from among the Chairman, Vice-Chairmen, Secretary, Treasurer and Leaders who **MUST** be over 18 years of age. These people will be classed as trustees with regards to the Charity Commission returns

Names	Role	Tel No	Date of Birth

Position	Full Name	Full Postal Address	Telephone No	Other info
CLUB LEADER (1) Club Leaders must sign a Child Protection Form & will be DBS checked				
		POSTCODE		
		E-MAIL		
CLUB LEADER (2) Club Leaders must sign a Child Protection Form & will be DBS checked				
		POSTCODE		
		E-MAIL		
CLUB LEADER (3) Put any additional club leaders on separate sheet				
		POSTCODE		
		E-MAIL		
YORKSHIRE AGM VOTING REP (1) In addition to Exec Rep				
		POSTCODE		
		E-MAIL		
YORKSHIRE AGM VOTING REP (2) In addition to Exec Rep				
		POSTCODE		
		E-MAIL		

Post codes and email addresses MUST be supplied for everyone on these pages. The National Federation of YFCs will not forward any information to those who have not given these details. It is important that this form is completed and forwarded to County Office IMMEDIATELY FOLLOWING YOUR CLUB AGM together with a copy of your Year End Accounts.