



# THE ROLE OF CLUB CHAIR OR VICE CHAIR

## AS THE CHAIR OF THE CLUB...

This is a position of responsibility and trust, and you will both lead your YFC and inspire its members to have fun, learn and achieve. You'll have charity trustee responsibilities and are ultimately responsible and accountable for the management of the club and all its activities, ensuring it's legally run in line with the club's constitution and is a safe place for members.

You will be key in making sure meetings are structured and conducted properly, that everyone is involved in making decisions and kept informed, and you will be entrusted with representing your club's views. You'll also need to have an in-depth understanding of the club's constitution and the responsibilities of the other club officers, so that you can manage and support your team.

You'll be an ambassador and a role model. You will be looked upon to set a good example, be a polite, friendly host, get involved and encourage everyone else to take part and feel included and valued. It will be up to you to promote YFC in your local community to attract new members, funding and support and create a positive public image of YFC.

The responsibilities of charity trustees should be read and understood before accepting the nomination into this role. As a trustee of the club (as a charity) you should expect safe recruitment processes to be applied to your nomination to this role.

## THIS WILL INCLUDE:

- Completing a Position of Trust form
- A self-declaration
- A request to supply the names and contact details of two people who can be approached for independent references (one may be from the YFC community and another independent of the YFC) and that a DBS check at enhanced level with barred lists will be carried out.



If you fail to supply the names of two referees and information required for a DBS check to be made within the first four weeks, you should consider yourself to be 'stepped down' or 'removed' from the role. In this instance the club can hold a new election for the position.

## YOUR RESPONSIBILITIES INCLUDE:

- As a charity trustee, accepting responsibility and accountability for the management of the club and all its activities, including finances, risk and upholding the reputation of a youth organisation.
- Chairing meetings, ensuring committee procedures are followed (see Section 3: Keeping it real) and that members are involved in decision-making. You will also verbally summarise decisions and actions during the meeting, so that members are clear and understand the outcome of a discussion. It will be up to you to make sure a basic risk assessment has been done, parental consent forms have been received, where necessary, and that members leave the meeting safely. You should also make sure that the secretary sends out thank-you letters to guests and any necessary payments are made by the treasurer.
- Making speeches at club events and the AGM.
- Understanding the club's constitution, all the club officer roles and responsibilities, and keeping up to date with what's going on within the organisation.
- Working with the secretary, treasurer and leader(s) to make sure the club runs smoothly.
- Developing yourself and others by attending training and encouraging others to also take part.
- Ensuring all club officers have been DBS checked, have completed an application form and two references have been provided and taken up.
- Representing your club members and reflecting their opinions at other levels, such as county and area meetings as well as advisory committees.
- Working with your programme secretary, leader(s) and committee to provide a fun, varied club programme.
- Making sure the club is always acting within licensing, health and safety, child protection and insurance laws.



# TOP TIPS FOR YOUR ROLE...

The role of chairperson carries a lot of responsibility, but the unique democratic nature of YFC provides both the structural framework and the team to help you succeed. Here are a few things to try.

## DEMOCRACY

It's important that you represent the view of your club and not your own. Always use your vote objectively. BE impartial, yet firm.

## RESPONSIBILITY

It's important that you ensure that the management committee/ trustees remain aware of their responsibilities and accountability in their roles of running a charity.

## MEETINGS

Pass on information to members and listen to them. Plan the agenda with the secretary, decide on a format and, if it goes well, stick to it.

## RECRUITMENT

Make new members feel welcome, look after them and introduce them. Why not appoint a new members officer?

## TEAMWORK

Communicate and encourage teamwork. Know when to report back and when to refer to your members for a decision.

## LEADERSHIP

Don't be afraid to delegate, but remember to support your team, too. Be courteous and lead by example to inspire members.

