



THE ROLE OF CLUB LEADER

AS CLUB LEADER...

You will provide advice and support to club officers and members in running their YFC and encourage and guide them towards achieving their goals. You will need to have a thorough understanding of the laws relevant to YFCs, and in-depth understanding of the club officer roles, good problem-solving and communication skills. You'll also need to be able to devote time to mentoring on all aspects of running a safe and healthy YFC and step in to help wherever necessary. You will be 'safely recruited' which means that you will be required to complete a self-declaration form for a person in a position of trust, be DBS checked (enhanced level with barred lists), and you must supply the names of two referees (one must have no connection with the YFC). You will be friendly and approachable, organised, able to listen to, consult and involve members. You'll also be fun and innovative and able to establish positive relationships with young people. Diplomacy and maturity are also essential to your role. YFCs appoint a management committee at the AGM, which includes at least three of the following: chairperson, vice-chairperson, secretary, treasurer and leader. This maybe you or another leader. If it's you, you will have charity trustee responsibilities. Management committee members must be over 18 and although it's best practice for club officers to also be over 18, in some cases they may be younger, in which case the charity trustee responsibility is likely to fall to you. Collectively, the trustees 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.

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 to undertake the NFYFC online safeguarding course and to be part of the 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 within the first four weeks, you should consider yourself to be 'stepped down' or 'removed' from the role.

Please note that you must also undertake the online safeguarding course within 28 days of being elected and once again, if you fail to do this, you will be asked to step down or removed from the role as this is crucial training that is necessary to help protect you and your club. More details of the course can be found in this section of the handbook. 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 wider club activities, including managing risk and upholding the reputation of a youth organisation.
- Working with the officer team to ensure the YFC complies with all relevant laws, including safeguarding, health and safety, financial, data protection and Charity Commission requirements.
- That parental consents/permission slips are being used effectively and are regulated.
- You must undertake NFYFC online Safeguarding training
- Familiarising yourself with safeguarding policy and procedures, especially if your YFC has members under the age of 18 and successfully completing the NFYFC online safeguarding training.
- Working with the club officer team to check the relevant insurance policy is in place.
- Being there for members, stepping in to help and supporting the club if there are difficulties.
- Communicating with different groups of people: the club officer team and members; parents; advisory group members; county officers and staff; area staff and members; NFYFC staff and council members; and external bodies, ranging from the local council and police, funders, the press and the local community.
- Staying in touch by regularly attending meetings and keeping up to date with what's happening at county, area and national levels.
- Working with the programme secretary to ensure the club is providing a balanced programme of activities for all its members.
- Understanding all the club officer roles and ensuring the members in those roles understand them too. As leader they will look to you for help, guidance and some mentoring within their roles.



- Working with the previous club officer team to help train the new officers in their roles by coordinating a hand-over session.
- Taking up training opportunities and encouraging others to do the same.

TOP TIPS FOR YOUR ROLE...

The role of leader as responsible adult, is to support the YFC members, allowing them to run their club in their style, but within the remits of the club's constitution and the law. Here are a few things to try.

MENTORING

Get to know your club and its members so you'll recognise when to offer help and when to stand back and let them make their own decisions. Be prepared to mentor your club officers, guide them in their roles to enable them to succeed.

HELP AND ADVICE

You will have lots to offer YFC. Please share your knowledge, experience and skills where appropriate. Keep up to date with policies and procedures but seek advice if you need more information.

PROBLEM SOLVING

Work with your officer team to identify the problem, risk assess, find several solutions and evaluate the outcome.

COMMUNICATION

It's important to be open and approachable, so that members feel that they can come to you for advice and support. It is an idea to form a network with other club leaders to share ideas and good practice.

COMMUNICATION

If your YFC is registered with the Charity Commission, see [Setting up and managing your club section](#) for more guidelines and information on how to keep up to date.

BE RELIABLE

Before offering to help, decide how much time you can give. Undertake all required training so you can be effective. Liaise with the other leaders to form a rota to coordinate attendance at club meetings.



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