

Before the Meeting

- * With your Secretary make up an agenda to ensure the smooth running of a meeting. People work best in comfortable, distraction free rooms so select your meeting place carefully.
- * Know who your guest is (speaker, judge, trainer, etc) and the correct way to introduce them.
- * Arrange a 'Vote of Thanks'.
- * If you are unable to attend, give your Vice Chairman adequate warning and preparation.
- * Be on time and smartly dressed, be organised and be in control.
- * Encourage all members to participate and praise all efforts.

- * Keep your fellow officers informed and up to date. Remember - you are all members of the same team.
- * Keep 'up to date' on the latest things happening in the 'World of YFC'.
- * Be positive and enthusiastic - enthusiasm can be as infectious as yawning!
- * Run effective meetings.

**And remember it is meant to be good
and enjoyable fun!!!!!!!!!!
GOOD LUCK**

Scottish Association of Young Farmers Clubs'
Young Farmers Centre, Ingliston, Edinburgh, EH28 8NE
T: 0131 333 2445 E: admin@sayfc.org
W: www.sayfc.org



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Chairman

The key in being a strong Chairman is to communicate with your Club Secretary, committee and members. A successful Chairman is one that manages and controls how the Club operates and represents the Club and the Members views. Whilst decisions are your Club Committee's responsibility; ensuring that everyone feels that they have had a positive impact in the decisions and negotiation is an important function of the Chairman.

Why does the club need a Chairman

- * Because members need someone who will enthuse and encourage, especially when tackling something new.
- * To set a good example and maintain high standards.

- * To manage and control meetings. To make sure everyone's voice is heard.

- * Set an example by being impartial, polite and punctual.

What does a Chairman need to do

Avoid an authoritative style and unnecessary confrontation, you must be seen to be firm but fair.

When planning meetings, ensure that in partnership with your Club Secretary and committee, every event is well prepared. Ensure that your Club programme is exciting and varied. Welcome new ideas and take the lead to generate interest in club activities to widen members experiences.

You will be committed to attend meetings.

Don't be frightened to ask for help from your committee which will help to ease your workload and allow others to get involved. One of your jobs as Chairman is to contribute to and enhance the member's personal development and asking for help is a way of doing this, especially with your Vice Chairman.

Communicate with Members, Committees and Event Managers. It is important to relay information back to club level, and bring the views of your members to meetings.

A good Chairman will have knowledge of their own club's, district, regional and national activities, and be prepared to step up and support the various committees.