

The Club Leader

Role descriptor

As club leader...

This is a position of responsibility and trust, carrying charity trustee responsibilities and, 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.

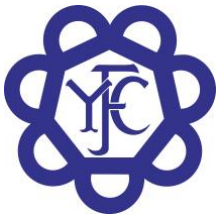
You'll probably be an experienced former YFC member who will provide advice and support to club officers and members in running their YFC, and encourage and guide them towards achieving their goals. You will need to have a thorough understanding of the laws relevant to YFCs, and in-depth understanding 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.

YFCs appoint a management committee at the AGM, which includes at least three of the following: chairperson, vice-chairperson, secretary, treasurer and leader. This may be 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, so the charity trustee responsibility is likely to fall to you.

The responsibilities of charity trustees should be read and understood before accepting the nomination into this role.

Your responsibilities include:

- As a charity trustee, accepting responsibility and accountability for the management of the wider club activities, including 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.
- Familiarising yourself with safeguarding policy and procedures, especially if your YFC has members under the age of 18.
- 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 the club officer roles and ensuring the members in those roles understand them too.
- Working with the previous club officer team to help train the new officers in their roles.
- Taking up training opportunities and encouraging others to do the same.



Top tips for your role...

The role of leader 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

Help and advice

Form a network with other club leaders. You don't have to be an expert on everything, but you need to know how to find information quickly.

Problem solving

Identify the problem, find several solutions and always look at the consequences. Act on the most appropriate and review how effective it was.

Charity Commission

If your YFC is registered with the Charity Commission, see Section 2 for information on the guidelines on requirements that have to be followed.

Mentoring

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