

# *The Club Programme Secretary*

## *Role descriptor*

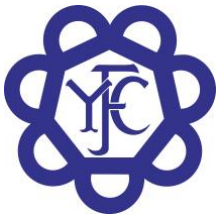
## As club programme secretary...

You will need to be committed, organised and have the time to listen to and involve your members in planning a good club programme. It's an important job and it takes hard work and effort to put together a programme offering something for everyone to enjoy that will also attract new members and encourage everyone to take part in YFC activities.

You'll take up training opportunities to help you in your role and will also need to work closely with the other club officers, leaders and advisory committee. You'll be prepared to make contact with other organisations, make the necessary bookings and work with the county diary.

### Your responsibilities include:

- Looking for new programme ideas from a host of sources, including your members, leaders, advisers, friends and county staff.
- Organising ideas into a varied and attractive club programme that has something for everyone.
- Making contact with local organisations, speakers and venues to make bookings and any other necessary arrangements.
- Liaising closely with the treasurer and working to a budget.
- Keeping an updated calendar of events.
- Co-ordinating your club programme with the county diary, so that club and county events don't clash. Include county, area and national events in your own club's calendar, and remember to book your club's events into the county schedule.
- Evaluating your club programme regularly, so it can be built on and improved upon.
- Working with other club officers to make sure safeguarding and health and safety requirements are met, that all activities are risk assessed, parental consent forms are used and that any helpers and guests are DBS checked, if necessary.
- Ensuring you have a copy of the insurance policy and knowing what activities it covers.
- Making sure programme activities meet the needs of all your members, are suitable for its intended age group and are something your members want to do.
- Arranging meetings specifically for new members.
- Making sure copies of the club programme are given to all your members, the advisory committee and county office. Have a hard copy or publish it online.
- Club programmes should be given out with the Parental Consent form so that parents/guardians can give informed consent for their child to participate in the activities listed in the programme.



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## Top tips for your role...

The programme secretary has one of the most important YFC roles. Try to include activities that involve social, international and environmental interests, current affairs and community work. Here are a few things to try.

### Planning

Make a list of meetings at your regular venue and ones outside, then provisionally book the venue for your 'in' meetings.

### Competitions

Link your programme to the competitions schedule and book taster/practice sessions as club meetings.

### Bear in mind...

Time of year, religious and cultural occasions, school holidays, recommendations and planning meetings with other YFCs.

### New ideas

Visit the NFYFC website for fresh ideas and useful links to other organisations that will give talks, such as LEAFed and the RSPB.

### Bookings

Introduce yourself, discuss what you would like them to do, ask about costs and suggest suitable dates. Confirm all details in a letter or by email.

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1.0	29.06.2021	NFYFC	Final document - for publication