

The Club Advisory Member

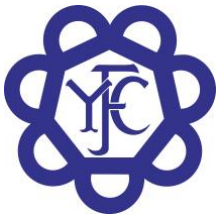
Role descriptor

As club advisory committee member...

You will be an approachable, helpful individual appointed to be part of an advisory committee of adults, which is there to support the club officers. Advisory members take the job for three years. As a committee, you'll appoint a chairman/woman of the group and any other officers needed. In most cases, the advisory committee will meet at least twice a year, and the chairman/woman and leader are also invited to the meetings. Your club's constitution sets out who attends the meetings and their frequency.

Your responsibilities include:

- Making sure you are able to offer your expertise to the club officers when they ask you for advice. This may include advising on financial issues, Charity Commission regulations, safeguarding procedures, as well as good practice and complying with health and safety laws.
- Helping club officers to run a successful and effective club. You may be able to offer club programme ideas, find speakers and arrange visits.
- Offering help when the club is organising events. This might include encouraging supporters to attend or helping with the catering at a dinner dance, for example.
- Offering help when members organise their competition practices by providing venues and sharing experiences and skills, for example.
- Attending at least one club meeting a quarter to show your support.
- Keeping informed about club successes, any problems or concerns and future plans.
- Encouraging members to try new ideas even if it means that they need to be allowed to learn from their mistakes.
- Remembering that the club belongs to its members and that they have the final decision.
Always being supportive of new ideas.
- Taking up any training opportunities that will help you in your role.



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Top tips for your role...

The advisory member is there to provide support and advice to the club officers. The role is key in enabling the club officers to make the right decisions for their YFC. Here are a few things to try.

Helpful

You have been appointed because you have lots to offer. Work as a team with the advisory members and seek help from county officers when unsure.

The law

Get to know and understand the current legal requirements for running a voluntary youth group.

Remember your role

At the end of the day, the members make the decisions even if you don't agree with them.

Be open

It's important to be open and approachable, so that members feel that they can come to you for advice and support.

Be supportive

Show your support by attending the occasional club meeting, asking for updates and showing

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1.0	29.06.2021	NFYFC	Final document - for publication