

Junior Club Officer ***Role descriptor***

As a junior club officer...

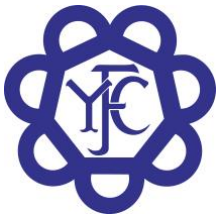
In your club, you will have the opportunity to trial, for a short time, the key officer roles including chairman, secretary and treasurer (and other roles the club think relevant e.g programme secretary or competitions secretary) giving you a better understanding of how your club works.

Supported by your club leaders, you will undertake some of the tasks required for the roles enabling you to experience what it is like running a YFC. Junior officer roles will be open for all members to try and as they are short-term you will not be tied into one particular role if it does not appeal to you. Crib sheets and templates have been developed to help you in your role and you can ask the leaders questions too.

You'll be an ambassador and a role model. You will be looked upon to set a good example, be a polite, friendly host, get involved and encourage everyone else to take part and feel included and valued.

Your responsibilities may include:

- Chairperson: you will learn how to chair meetings, ensuring that everyone is involved in decision-making. You will also verbally summarise decisions and actions during the meeting, so that members are clear and understand the outcome of a discussion.
- Secretary: with support, you will learn how to take the minutes or notes of the YFC meeting and reading out notes from the previous meeting if required and write thank you letters to speakers/hosts.
- Treasurer: with support of a parent and the club leaders you will have the opportunity to learn basic book-keeping skills including handling money, record keeping and reporting back to the club.
- Working with the other officers and club leaders to make sure the club runs smoothly.
- Working with others to input ideas and thoughts to help shape a fun and varied club programme.
- Representing your club members by attending meetings, such as county and area meetings as well as advisory committees.
- Providing short reports to the club as and when required.
- Being the club captain of the competition/sport team.
- Developing yourself and others by attending training and encouraging others to also take part.



Top tips for your role

The role of a junior officer provides you with an introduction to the main club officer roles. It allows you to have a go at each of the roles with the support of the club leaders. Here are a few things to try.

Democracy

It's important that you represent the views of your club and not your own. Always use your own vote objectively.

Meetings

Pass on information to members and listen to them. Plan the agenda with the secretary, decide on a format and, if it goes well, stick to it.

Recruiting

Make new members feel welcome, look after them and introduce them.

Teamwork

Communicate and encourage teamwork. Know when to report back and when to refer to your members for a decision.

Give it a go

YFC offers so many opportunities to members. By taking on a junior role you will learn the basics of running a club - essential skills which you use in later life.

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Comments & status</i>
1.0	29.06.2021	NFYFC	Final document - for publication