

## **Roles & Responsibilities**

### **Chairman**

- Enthusiastic about YF
  - Be friendly and welcoming
  - Keep meetings interesting, short and snappy
  - Keen to involve others into club
  - Help plan the annual club programme
  - Spread the workload around; delegate responsibility
  - Public relations role; need to be able to answer questions about organisation, and create a good picture of NZYF
  - Working knowledge of meeting procedure
  - Fair/approachable/impartial to members that wish to speak
  - Encouraging
  - Generally build a good team around him/her to make sure everyone is doing their job
  - Make sure that all regular attendees at your meetings are financial members of NZYF
- ***Send out club emails***

### **Vice Chairman**

- Must be ready at all times to step in the Chairman's shoes
- Given specific roles and some responsibility so that they receive training and experience for a time that they might become Chairperson

### **Second Vice Chairman**

- Must be ready at all times to step in the Chairman's shoes
- Given specific roles and some responsibility so that they receive training and experience for a time that they might become Chairperson

### **Secretary**

- The efficiency of a young farmers club depends on the efforts of the Secretary
- Maintain good communication between chairman and members
- Neat and methodical in work, dealing with people and situations
- Need to meet with you chairman before the meeting so that you have the agenda and issues that need to be discussed and don't discuss them during the meeting as this excludes everyone
- Where possible provide members with a written agenda (blackboard, A4 sheet)
- Encourage members to give reports about District and Regional meetings and activities they have attended, this will help build self confidence
- Keep up to date the minutes of the last meeting
- Read out loud the minutes of the last meeting
- Read correspondence when required by chairman
- Arrange venue and for it to be cleaned up afterwards
- Action the decisions of the meeting
- ***Record minutes***

- **Reporting required by National office**
- **Responsible for club txt's**

### **Treasurer**

- Collection of membership subscriptions
- Payment of fees to National office
- Payment of club accounts
- Collection of outstanding accounts
- Preparation of a treasurers report for each meeting
- Preparation of an annual balance sheet
- All cheques must be signed off by at least two signatories
- Your accounts will have to be handed over to an reviewer at every AGM for the year
  
- **Review club minutes**

### **Club Publicity Officer**

- Publicity is the key to communicate the success of all club activities and events
- The club cannot expect support if the public is unaware of what you are up to
- This maybe by means of a photographs, interesting reports or articles, radio
- Invite some of the other clubs to your activities
- Newsletters, club and to other clubs in your region – must include past events and future events
- Maybe required to keep a club photo album or scrapbook
- You are mostly seen as a resource person, who people can turn to for guidance or assistance
- Promote NZYF to community
  
- **Keep our facebook page up to date with photos/events and meetings coming up**
- **Write club thank-you letters or any correspondence**
- **Write any media articles**

### **Club Events Co-coordinator**

- **Create yearly events calendar**
- **Work with other clubs in the region and the regional events co-ordinator to ensure we are aware of other clubs/regional events and when there is an opportunity to collaborate with other clubs**
- **Ensure social events occur, delegate out the role of chief co-ordinator for each event and help when required and ensure events are on track to occur**

### **Membership Officer**

- Responsible for the recruitment of new members
- Friendly and welcoming face for new members
  
- **Respond to members wanting to know more about our club**
- **Keep track of when members memberships are about to expire**
- **Explain process of how to become a club member**
- **Promote the club and encourage people to sign up**

- ***Encourage frequent club attendees to become members***

### **TAG Officer**

- ***Help out with Teen Ag requirements for contest (Regional) and as required for Teen Ag activities***
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### **Health, Safety & Wellbeing Officer**

- Leading your club in H&S
- Promoting a positive culture around H&S
- Have a good understanding of Young Farmers H&S paperwork (can learn on the job)
- Be a positive face and drive forward the new procedures
- Target mental health not just the physical side of H&S
- Back up the events team – aim to have no injuries at events