

# **Young Farmers' Clubs of Ulster**

## **County Chairman Role Description and Guidelines**

**Revised September 2007**

## **Introduction**

The County Chairman is essentially the leader of the County Committee. As County Chairman you now have the primary leadership position in the County. The overall performance of the YFCU within your County in the next year will depend, to a large extent, on how well you and your team of County officials carry out your roles.

## **Role Description**

Being a good Chairman is not just about chairing meetings, the vast majority of the Chairman's work is done outside of Officer or Executive meetings. As County Chairman you need to do the following:

### **SHOW LEADERSHIP**

- By attending County meetings, Club & County Events
- Attend officer bearer training and assist in Club Office bearer training
- Support a teamwork ethos, at all times

### ***Be informed***

- Read the Association's Policies and guidelines, implement them and be in a position to inform others.

### ***Motivate***

- Other elected officials need to be encouraged and recognised for their work.
- Avoid criticising other officials at meetings.

### ***Promote Planning***

- You should initiate and play a strong part in the County planning process and ensure that it happens soon after you take office.

### ***Promote Teamwork***

- Encourage fellow officials and members to communicate with each other and help one another during busy periods. Encourage officials to involve assistant officers.

## ***Delegate***

- Make sure tasks are divided clearly and fairly amongst County officials.
- Be careful that you yourself or other elected officials do not become burnt out during the course of the year.

## ***Think Long Term***

- The YFCU needs a constant supply of new leaders, new members and new clubs.
- The main hallmark of a leader is if the YFCU is stronger when they finish their term than when they started. Make sure that development is always a priority in your County.

## ***Be Objective***

- Do not allow your opinion or the opinion of others to colour your opinion of their ideas or suggestions and in so doing be mindful of the aims and objectives of the organisation and your role thereon.

## ***Outside Meetings***

- Remember 60% work by an elected official is done outside the County meeting; the other 40 % is spent communicating, encouraging debating or gaining feedback at the meeting.

## ***Be Positive***

- The main enemy of any organisation is negativity; do not allow this to set in.

## ***Avoid Burn Out***

- While it is important to be committed to your role you must avoid becoming 'burnt out' by trying to do too much.
- Seek help during busy periods and talk to your Mentor, Presidential team or Headquarters Staff. You should enjoy your role you should not allow it to become a chore.

## **Task List**

### ***What does a County Chairman do?***

- Consult with previous County Chairman (if newly elected) and familiarise yourself with your role.
- Regularly read and honestly answer twenty questions for self appraisal.
- Make contact and liaise with YFCU Staff team at Headquarters
- Make contact and liaise with office bearers from other counties and the YFCU Presidential team.
- Acquire contacts and contact details of all County Officials and YFCU Presidential team (email addresses included).
- Establish suitable and workable methods of contacting the County Officials & Club Officials in your County.
- Regularly review and evaluate the County Communications Strategy for members, elected officials and volunteers so it is always effective.
- Read the Associations Policies and guidelines, implement them and be in a position to inform others.
- Plan, coordinate and attend all County Committee & Sub-Committee meetings. (At least four full committee meetings, an AGM and Sub-committee meetings as needed)
- Plan and coordinate the Committees annual programme of events.
- Be proactive, stimulate innovate, co-ordinate and evaluate. Cut away poor and uninteresting events and activities, and replace them with more worthwhile ones.
- Assist with and coordinate Club Office Bearer training
- Encourage & Support other County Officers regularly.

- Seek out replacement Chairman if you are finishing your term of office in readiness for County AGM
- Seek out leaders & potential County Officials and encourage them to go forward for particularly suited positions.
- Prime new Chairman in readiness to continue on where you have left off.
- Read and honestly answer twenty questions for self appraisal again!

## **County Meetings**

These are the things you need to do before, during and after the meetings

### **Before the Meeting**

#### **Why have meetings:**

Any effective organisation needs to hold regular meetings. It is the main method by which any voluntary group or organisation does its business. It is therefore crucial that meetings are well run and efficient. It is also important that they are used for reaching decisions and that these decisions are properly recorded and carried out.

#### **Setting the Agenda:**

A set agenda should be outlined for each meeting this should be circulated in advance (where practical). This should be drawn up by the secretary following consultation with the Chairman and circulated by Headquarters

#### **Sample Agenda**

- 1. Open meeting**
- 2. Adoption of agenda**
- 3. Apologies**
- 4. Minutes**
- 5. Matters arising**
- 6. Correspondence**
- 7. Main Agenda Specified Business Items**
- 8. Reports**
- 9. Headquarters Business**
- 10. Date of next meeting**
- 11. Any Other Business**
- 12. Close meeting**

## **Ordinary Meeting Procedure:**

The items on any agenda should be:-

### ***1. Open Meeting***

It is important for the presiding Chairman to declare the meeting open and welcome members attending so that it is clear that the meeting has commenced and welcome any guests and staff.

### ***2. Adoption of Agenda***

This gives the members a chance to propose the addition of items to the agenda subject to the approval of the meeting. The Agenda should be proposed and seconded with the proposer and seconder being recorded in the minutes.

### ***3. Minutes of the Previous Meeting***

These should be circulated in advance (if possible) to give members an opportunity to consider them before they are ratified. The minutes require a proposer and seconder whose names should be recorded in the minutes of the meeting at which the minutes are ratified.

Minutes should be brief but must record the attendance at the meeting, any correspondence received, all decisions taken, any actions to be taken and who is undertake them.

***N.B.*** The minutes only become the official record of the meeting when they are passed at the next meeting. Once they are passed they become the legal record of the proceedings of the meeting. They should be signed by the Chairman and stored for safe keeping in an official minute book.

### ***4. Matters Arising (From the minutes)***

Once the minutes have been ratified the next item should be matters arising. Under Matters Arising the Chairman, secretary or any other individual or group who has been given responsibility for carrying out an action point from the previous meeting should update the meeting on their progress. The Chairman should start by outlining his/her progress on matters they have taken responsibility for and then call on the other individuals or groups to give their updates.

If a matter or report in the minutes is on the agenda for later in the meeting then it should not be discussed under matters arising but deferred until that item comes up for discussion.

**N.B.** Matters arising is an extremely important part of any meeting as it ensures that decisions taken by previous meetings are properly followed up. If they are not then meetings become a waste of time.

### **5. Correspondence**

Correspondence should be read by the secretary, who should be familiar with it in advance in order to be in a position to summarise where possible in order to save time.

### **6. Main Items on the Agenda (County Business)**

The secretary in consultation with the chairman should decide this section of the agenda. Wherever possible these items should be forwarded to Headquarters for circulation (this should be regarded at best practice). If not, a sole item 'County Business' will appear on the agenda and the items agreed on the adoption of the agenda.

This section of the agenda allows for the County Treasurer to give an update on the financial status of the Committee and the profit and loss on events which have been completed.

### **7. Reports**

Committee members elected on to YFCU central committees will also report on any meetings they have attended since the last meeting.

### **8. Headquarters Business**

At this point in the meeting staff member in attendance will update the committee on what is happening across the Association. He/She will also consult or raise any matters which the staff or Presidential team feel the committee needs to be aware of or discuss.

### **9. Date of the Next Meeting**

### **10. A.O.B.**

Any Other Business (AOB) provides the ordinary members with an opportunity to raise brief points. If a member has a major issue which they want discussed, then they should propose at the start of the meeting (when the agenda is being adopted) that the matter be added to the agenda. In general if the chairman considers a point raised under AOB is an important but non-urgent matter that will take some time, they should suggest that the issue be added to the agenda for the next

meeting, rather than spending a lot of time on the issue at the end of the current meeting.

In general it is a sign of a poorly planned meeting if a lot of matters are being raised under AOB. A long AOB is one of the main reasons why meetings drag on.

### ***11. Close of Meeting***

The meeting should be officially declared closed at the end and members attending thanked for their contribution.

## **After the Meeting**

### **Effective meetings:**

The purpose of any meeting is to make decisions. While it is important to have proper debate to ensure that all factors are taken into account prior to decisions being arrived at each debate should result in a decision. Meetings should be as brief as possible. If they continue to drag on and become boring people will not turn up.

### *Problems with Meetings:*

- Lots of talking but no decisions.
- Members not following up on decisions or tasks.
- Long winded and repetitive contributions.
- The same individuals talking all the time.
- More than one person talking at the same time- poor control.
- Meetings being poorly planned i.e. no agenda or the agenda not being adhered to.
- Meetings starting late.
- Meetings dragging on to long.
- Too many meetings being held.

Ensuring that none of these are allowed to happen is mainly the responsibility of the Chairman with the secretary having a major role in the planning and recording of the meeting.

After each meeting the chairman should review this list to ensure that none of these things are happening at meetings they are running.

It is also a good idea for the chairman to ask for feedback on the meeting from members on a one to one basis. The chair should also ask the member of Headquarters Staff present for feedback on their meetings.

If you are having some difficulties with meetings then you should consult your predecessor, another chairman from a neighbouring County or a member of Headquarters Staff.

It is important that efficient minutes from the meeting are taken by the County Secretary and checked by the County Chairman. A 'Minutes and Recording' template is included in Appendix 1 as an example of the format of how minutes should be taken.

Also included in Appendix 2 is a sample of how minutes could be written up.

## 21 Questions For Self Appraisal

1. Do I work effectively to maintain an efficient team?
2. Do we have a proper County Plan and adhering to it?
3. Am I Punctual?
4. Do County Meetings start on time?
5. Are all of the members and officials enjoying their roles?
6. Do some officials need help?
7. Are meetings being run efficiently and effectively?
8. Are we having enough meetings?
9. Are we having too many meetings?
10. Are decisions taken at meetings being followed up on?
11. Do I have enough contact with other County or Central officials?
12. Are all of the clubs participating in the County?
13. Am I aware of and understand my responsibilities in accordance with the Associations Policies and Guidelines how to implement them and be in a position to inform others?
14. Am I becoming burnt out?
15. Am I positive about the Organisation?
16. Is work evenly distributed amongst the County Officials?
17. Are there new leaders coming through at County level?
18. Am I seeking out new Leaders?
19. Are Procedures being adhered to?
20. Am I Thanking and encouraging the County Committee for their work?




**2. Adoption of Agenda**

<b>As circulated:</b>	<b>Yes/No</b>
<b>Any amendments:</b>	
<b>Proposed:</b>	
<b>Seconded:</b>	

**3. Minutes of Previous Meeting**

<b>As circulated:</b>	<b>Yes/No</b>
<b>Any amendments:</b>	
<b>Proposed:</b>	
<b>Seconded:</b>	



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**P.R.O. Report**

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**Programming Committee Report**

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**Development Committee Report**

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**Executive Committee Report**

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**Club Reports**

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**8. Headquarters Business**

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**9. Date of Next Meeting**

**10. A.O.B.**

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**11. Close of Meeting**

<b>The meeting closed at</b>		
<b>Next meeting will be held in:</b>		
<b>Date:</b>		
<b>Time</b>		

<b>Chairman's Signature:</b>		
<b>Date:</b>		

## **Appendix 2**

### **Sample Minutes**

Minutes of the meeting of County Armagh Committee September 29<sup>th</sup>, 2007 in Collone YFC Hall.

#### **1. Introduction**

The Chairman declared the meeting opened at 8.30 pm. And welcome members attending the meeting

#### **Attendance**

White -Chairman; B. Greene -PRO; C. Black -Treasurer; F O'Malley – Secretary; D. Brown. Clubs Represented were (contact from each club) John Ford, -Ballybanoffy club etc. The Total Attendance was 35 altogether.

#### **Apologies**

E Grey -Vice Chairman

#### **2. Adoption of Agenda**

As circulated

Proposed:- B. Greene

Seconded:- D. Brown

#### **3. Minutes of Previous Meeting**

Agreed as circulated

Proposed:- C. Black

Seconded:- B Greene

#### **4. Matters Arising**

The treasurer reported that the outstanding sponsorship monies as highlighted at the last meeting had now been forwarded to the County executive.

## **5. Correspondence**

Letter from Mary Murphy head of training and development re County officer training. The fee has been set at € XX and indicating a closing date of September 10<sup>th</sup> for return of booking forms. The Chairman asked all officers to make a special effort to attend. It was agreed that Officers would indicate at the next County officers meeting whether or not they would be attending.

A Letter from AIB representative Mr. Hugh Rich thanking the County for their hospitality at the recent dinner dance.

## **6. Other Agenda Specified Business**

### **6.1 County Fundraiser**

A detailed discussion took place on ideas for a County fundraiser. Following various suggestions it was agreed to hold a sports night in October. The secretary will check the availability of Seskinore YFC Hall on Friday night's during October the treasurer will source quotes for printing of race-cards and tickets. The details will be finalised at the upcoming County sub-committee meeting after which details will be forwarded to clubs

### **6.2 Public Speaking**

The Chairman reminded people that the County had prioritised the public speaking competition for this year he asked all clubs to ensure that they had a participants in the competition this year.

## **7. Reports**

### **7.1 Treasurers Report**

County Bank Current Account balance is £400. This months outgoings included..... Income included ..... County fundraiser made..... Profit & Loss on each of the following events is .....

### **7.2 P.R.O. Report**

County PRO extraordinaire urged clubs to submit articles on upcoming events. The County is to run a recruitment drive spread in Farming life .

## **8. Headquarters Business**

*(An account of the HQ report and any subsequent discussion is placed here)*

## **9. A.O.B.**

D Brown informed the meeting that Ballybanoffi club would be holding a table quiz on September 1<sup>st</sup> in the parish hall in Ballybanoffi and he asked all clubs to support the event.

## **10. Close of Meeting**

The meeting closed at 10.05 pm. The next County committee meeting will be in the Collone YFC hall at 8.30 Sharp on November 16<sup>th</sup> 2002