



Tips for Young Farmer Leaders

Running a Successful Club



Chairman



Welcome to running **Successful Clubs – Tips for Leaders**

- a guide to help you run a strong and successful Young Farmers Club.

The first thing to be said is

THANKYOU

*for your willingness to put time into your local Club.
Your dedication to the job is greatly appreciated.*

We recognise that the Chairman's job is very important to a successful club so we have put together this handbook which should help you in your leadership role. Please take the time to read the following guidelines and put into practice the suggestions.

The guidelines and advice compiled here is the collective wisdom of different members of successful Young Farmers Clubs, gained from making a Club work for the needs of the members.

Having fun is the core to a successful Club because people like participating in things they enjoy, so always look to run Club events that the members want to do!!

It sounds basic but this is a key to your Club's success.

Now it's over to you to run your Young Farmers Club to the best of your ability.

**Remember work as a team because we're all in it together....
enjoy!**

The Clubs are the Building Blocks of the Organisation

NZYF is a great organisation to be part of. It provides many opportunities: having fun, making friends, advancing your career, improving your skills, winning great prizes, traveling overseasjust to name a few.

These opportunities are huge, but most of the action happens at the club level. This is because the clubs are the engine room of NZYF. This is where people hang out, share a pint, yarns are traded and lifelong friendships are formed. The clubs are where the fun starts and people connect.



So, NZYF is all about fun and friends. Doing stuff that interests the members and having fun along the way. Doesn't that sound all too simple?

Well, it isand it isn't!

Things don't organise themselves so in order to have club activities somebody has to take the plunge and commit to organizing them. This can be quite challenging for some and deadly simple for others, but rewarding for all.

So to make life as easy as possible for all, we have drawn up these guidelines for club organisers to fast track your learning and help you get into the organising groove without tears and stomping feet.

Basically each club needs someone where the buck stops. This is the Chairperson. They are the person who can be contacted about any general aspects of the club life. However, they do not do all the organising work in the club that is a group effort.



Then there is the secretary, the person who keeps note on the club activities. Next is the treasurer, who does the banking and keeps control of the finances. There are a few other people involved but these three are the main players in the clubs life.

It's not a complicated affair so look at the guidelines below, follow the tips and go for it!

CLUB/DISTRICT CHAIRPERSON

The Chairperson is a very important person in the club setting. They set the tone of the Club and bring many (but certainly not all) of the clubs ideas during the year.

So what does the role require?

- The Chairman must be enthusiastic about NZYF
- Be friendly and welcoming.
- Keep meetings interesting short and snappy (not boring and drawn out)
- Keen to involve others into the Club
- Spread the workload around; delegate responsibility

The following points are also important:

Every Chairperson has a public relations role. Whenever the Chairperson goes as a representative of the Club they will meet people who ask questions about the organisation. They need to be able to answer them fluently to create a clear picture of NZYF using a style that suits the occasion.

The Chairperson sets a good example and helps direct member's thinking and plans into channels that will be of most benefit to the Club. As well as having a friendly and co-operative attitude to members and also to those they will meet in going about Club's/District's business.

Knowledge of the structure and practices of NZYF will help the Chairperson guide their officeholders and the Club along the right lines.

Working knowledge of meeting procedure is necessary to keep business meetings under control and as brief as possible.

Whatever their feelings are on any matter under discussion, they must not show them until all the facts have been brought forward, they must be fair and impartial to members who wish to speak on the subject. They should not take advantage of the chairperson's position to prevent others from voicing their differing opinions. They may need to encourage any new members to take part in discussions.

It is most important to encourage the younger members to take part by watching for the signs that they are anxious to speak, but are unable or afraid to break in. Give them an opportunity – ie: a job on a sub-committee organising an event, not just expecting them to attend. Include them on committees with more experienced members so that they can learn the various aspects of the Club work, recognise their inexperience and explain matters of procedure to them.

Encourage older members to mix with new members in discussions before and after meetings.

The following are the general duties of a Chairperson leading up to and during the meeting.

Prior to the club meeting

1. Liaise with all officeholders to ensure they are doing their jobs.
2. Set a personal example to other members in maintaining positive communication with all members. . .
3. Maintain regular contact with the Secretary to ensure smooth running of the Club
4. Help plan the annual Club program.
5. Instruct the Secretary to call special meetings when necessary.
6. Sit in on selected sub-committee meetings as required to ensure their objectives are being achieved.
7. Be punctual at all times

During the meeting

1. Preside at meetings and direct activities. (Arrange for the Vice-Chairperson to take over if you cannot attend).
2. Act as a Club host - look after new members and visitors to meetings and socials
3. Appoint sub-committees to look after special activities.
4. Pay attention to the discussions during the meeting so you can formulate motions which agree with what the meeting wants and keep discussions focused on one subject.
5. Sign all minutes and correspondence when passed.



Chairing a Meeting

The Club/District meeting needs to begin on time. If the attitude of '*give them a few more minutes*' is regularly adopted, the latecomers will not improve and those who are punctual will resent the waste of time. By being punctual, the Chairperson sets a good example. For latecomers a fine system could operate to improve punctuality.

Throughout the meeting the Chairperson must tactfully guide the meeting through the agenda and maintain order. For effectiveness, allow only one person to speak at any one time and ask speakers to keep to the point. Tact and good humour are needed on the part of the Chairperson to keep the meeting orderly yet lively and to get the business done briskly without anyone justly feeling that expression of opinion has been stifled.

The Chairperson must be firm for the benefit of the meeting, and not push their personal viewpoint. They must act fairly; making certain that everyone (not only the talkative ones) have the opportunity to voice their opinions.

Normally the Chairperson declares the meeting closed when all the business has been completed. However, before doing so he/she must make sure the members are advised of coming activities and the time and date of the next meeting.

When the meeting is closed the Chairperson must make certain that all members who have been given a job, as a result of decisions made during the meeting, understand exactly what they have to do.

The following agenda can be a guide for the conduct of Club/District meetings(refer to appendix for meeting template):

- Meeting opened, new members and guests welcomed
- Apologies
- Minutes from the previous meeting
- Matters/Business arising from the minutes.
- Outward and inward correspondence
- Business arising from the correspondence.
- Treasurer's report and accounts for payment
*NB: Treasurer moves adoption of the report
- Any other reports
- General Business
- Date of next meeting
- Guest Speaker or other activities.
- Vote of thanks
- Meeting closed

Moving a Motion

- The Chairperson must have a motion on the books before they can have a discussion on a topic. Not all discussions need to have a conclusive ending and some are merely informative so a motion is not always necessary.
- The seconder of a motion need not vote for that motion.

Amendments

- Only one amendment must be in front of the meeting at any one time.
- No member may move or second an amendment after speaking to the original motion.
- Only the mover of the original motion has the right to reply to an amendment.
- After an amendment has been put and carried the new motion must then be put and carried.
- No amendment can be a direct negative of a motion.
- No amendment can be amended before becoming a motion.

The Chairperson's ruling is final on points of order and procedure unless a formal motion from the floor is carried to direct the Chairperson.

The Chairperson has a deliberate as well as a casting vote. This latter right can be used at their discretion.



Chairperson's Role

Sometimes Club members are elected to the position of Chairperson with no experience in either Secretary or Treasurer Roles and with little understanding of NZYF at Club level, let alone District or Regional level. So it's important that a future Club Chairperson has a basic grounding in holding a position such as Secretary or Treasurer or having been involved closely in such things as an activities committee, to give him/her some experience in leadership.

It's not always possible for Club Chairpersons' to have had some basic experience in previous office positions particularly where the Club has only a small role or where a Club has the problem of members drifting away from NZYF.

Remember to ask Advisory members to assist where necessary.

Once elected to the position of Chairperson one of the first tasks is to plan a Club program for the coming 6-12 months. This is best done with the help of all the members at the next Club meeting.

To plan a program it is best to split the members up into small groups of three or four people (depending on the size of the Club) so that the newer or shy members will be encouraged to contribute ideas. Then ask the groups what they would like to do for the following 6-12 months as far as social, field trips, sporting, inter-NZYF activities and what speakers and topics they would like to hear.

Once the groups have put their suggestions on paper, a leader from each group then puts these ideas to the meeting so a consensus of the most popular ideas can be put into action.

An activities committee is then elected of three to four members and given the task to organise the various activities well in advance, not just a month ahead. The new activities committee is usually elected after a term of six months, to give other members a turn at organising.

A well planned Club program is a strong draw card for new members and it also ensures the needs of present members. It's important that a balance is maintained between the needs of the older members and the newer younger members.

Club members' ages range from 15-31, so a Club may sometimes need to hold separate activities from time to time catering for the younger or older members to keep both groups actively involved. It is sound policy that the Chairperson is involved closely with the activities committee, to ensure a balanced program is maintained.

It is the Chairman's responsibility to ensure that all regular attendees at your meetings are financial members of NZYF. These subs are an essential part of running the national organisation and are used to provide training for the Regional Executive Officers, support for clubs, District and Regions, sourcing competition prizes and for producing resource, such as this booklet, to club executives, as well as national promotion of NZYF. The Head Office is funded primarily by membership subs. If people do not pay subs for attending young farmer activities, they are free-loading on the young farmers and are reducing the value of full financial membership. This situation can only

be managed at club level so we ask that the Club Chairperson is diligent in promoting full financial membership.

Meeting Procedure

The Club meetings need to be well organised in advance and kept flowing so that they achieve their objectives and hold the attention of all members.

A Chairperson familiar with meeting procedure can run the meeting on a formal basis or informal basis. It's best to run the meeting along the lines of the NZYF meeting procedure to ensure the meeting flows and the business is completed to the majority of the members' satisfaction. Sometimes the older members dominate the meeting and the newer members remain on the sideline.

If the older members dominate, the Club can be swayed in one direction and the younger/ newer members may become dissatisfied and feel they are left out and will eventually leave the Club. It is the job of the Chairperson to ensure that this does not happen, and to encourage the newer members into the discussion.

The Chairperson needs to keep regular contact with the Secretary between meetings so that they know what correspondence needs to be attended to both inwards and outwards. Just prior to a Club meeting the Chairperson with the help of the Secretary, can set out the agenda to ensure all the business is covered during the meeting.

The Chairperson must retain control of the meeting at all times and be able to handle the debate and decision making in an efficient manner. It is easy to let the meeting drift along with the dominant members making all the decisions or where you have very little collective decision making. It is the Chairperson's enthusiasm and ability to conduct a meeting where the business is carried out in the shortest time possible to the satisfaction of the majority of members that makes a meeting worthwhile attending.

It is useful to invite a guest speaker along to address your members at the conclusion of the meeting (or earlier depending on how far the speaker has had to travel) or maybe some sort of activity. This is an extra incentive to draw the members along to the Club meeting.

The new members who come along to the Club for the first time need to be made welcome and senior members (e.g. Vice Chairperson) can introduce them to other members and look after them for the evening.

The Chairperson must introduce themselves to new members before the meeting and ensure they will be looked after for the evening. New or potential members who come along to a Club meeting for the first time and are virtually ignored are often never seen at a meeting or activity again.

The Chairperson and Vice Chairperson need to keep in personal contact (or delegate the role) with new members for a period of time until they are sure they have settled in and have made friends with some of the other members. *Remember new members are the NZYF members of tomorrow.*

It is a good policy to encourage newer members to be part of the Club by giving them various tasks to perform for example helping to organise a social or sporting activity.

Hints for the Chairperson

- You are responsible to your Club and its operation.
- Your efficiency and enthusiasm will carry through to your committee and the Club. The opposite is also true.
- Delegation is the Chairperson's choice. When delegating jobs choose keen, efficient members who you are confident can do the job. Keep in touch with them and the job they are doing, without being overpowering. Remember you have given them responsibility for this task - hold them to that responsibility.
- Keep meetings focused and ensure that your members are making relevant contributions. Nobody likes long meetings.
- Aim to maintain the Club in an active state. Make regular contact with members - avoid long periods where nothing happens in your Club.

New Members and Promotion

Once a Club program has been set the Chairperson can then encourage new members along to the meetings and activities. Often the Club members in smaller towns will promote themselves by word of mouth if they are getting something from NZYF they want - they will invite others to come along to meetings and activities. The Club can be promoted through local newspaper by advertising Club meetings and inviting new members to come along, or by writing an article on the Club's activities each month.

A monthly newsletter or email is an excellent way of keeping members informed on what's happening in the Club. A Chairperson can have the opening slot to keep all members feeling informed and upcoming events can be mentioned with dates, times and venues.

Many young people are interested in hanging out or just going along to events run by people their own age. So make sure you let the community know what is going on in your club and that new comers are welcome. A local paper will often run a 'Coming-up Events' column which your club can utilise for promotion or event try to negotiate a regular club section in the paper.

Appendix

Duties of the Vice Chairperson

1. The Vice Chairperson must be ready at all times to step into the Chairperson's shoes.
2. If the Chairperson is unable to attend a meeting or some other function, a Vice is generally the one to take their place.
3. It is essential that Vice Chairperson be given some position of responsibility so that they receive training and experience for the time when they may become Chairperson. Take possible opportunities to chair committee meetings, in agreement with the Chairperson.
4. Undertake specific roles delegated to the Vice Chairperson such as looking after new members or recruiting. The extent of duties depends on what duties the Chairperson delegates.

Duties of the District Chairperson

Although the meeting procedure at District Level is the same as Club level, the following points need to be noted by District Chairperson.

- Be available to and approachable by Chairpersons and members of all Clubs. A Club member who perhaps has a "beef" about their Club Chairperson and feels that they need to talk to someone needs to be able to contact you without fear.
- Evaluate the Clubs in your District to ascertain whether they are weak or strong, static or growing etc.
- Use your experience and offer or give advice to help Clubs when and where necessary.
- Ask stronger Clubs to encourage and assist weaker Clubs, ie. Invitations to outings, sporting activities, competitions etc.
- Co-ordinate District activities.
- Delegate the responsibility of these District Activities evenly amongst Clubs.
- Regularly visit all the Clubs in the District – meetings and events etc.
- Maintain regular contact with the District Secretary.
- Involve your Vice Chairperson and active younger leaders in the organisation and running of District events, ie. have them chair a part or all of a meeting.
- Liaise with Regional Executive Committees and attend Regional Meetings.

Further points to note

The Chairperson at Club level is in a very important position in the NYZF organisation and they need to be well prepared for the position. The District needs to play an important role by preparing for future Club officers well in advance of AGM time with leadership days and seminars.

The Chairperson must be able to cater for the needs of all ages at Club level particularly the newer and younger members.

Make effective use of Advisory members, they are a valuable resource of experience and information.

The election of a new Chairperson should not interrupt the efficient operation of the Club. Keeping officeholders in the picture is one of the best ways of ensuring this.

A Busy Club is Popular

The success of a club is often based on the range of activities undertaken by the Club. Busy, not for the sake of it but busy with activities that the members want to do. Here are some activities to start the ball rolling.

You are still better however, to run fewer but well organised events rather than lots of disorganised activities.

Club meetings

Bring in guest speakers to talk about-

- New inventions
- Travels
- The local police constable
- Firemen
- Ambulance

Local characters

- Fed Farmers
- Ex NZYF members
- Or approach Rotary, Lions or
- Toastmasters

Hold meetings around the district-

- Farm tours
- Local companies
- Local museum

- Industry trip
- Freezing Works
- Dairy Company

Run interesting events during the month between club meetings-

- Tramping trips
- Hunting trips
- Bus tours
- Paint Ball
- 4WD trips
- Rugby test trips
- Rafting
- Archery
- Touch Rugby competition
- Volleyball competition
- Movie Trips
- Clay Bird Shooting

- BBQ's
- Trailbike riding
- Fundraising for trips away local or overseas
- Go-carting
- Laser strike
- Spit roast dinners
- Speedway racing
- Farm visits
- Fishing trips
- Netball competition
- To name a few possibilities

As well as running NZYF competitions such as-

- Shearing and wool handling
- Dog trials
- The National bank Young Farmer Contest
- Public Speaking
- Photography competition
- Fencing
- Debating
- Stock Judging
- Video making
- Smallbore Rifle shooting

Meeting of the Club

Minutes of the _____ Young Farmers held at the _____ on the _____ at _____.

Opening: The Chairperson, _____ declared the meeting open at _____ with _____ members present. They welcomed _____ as guest speaker and new members _____ and _____.

Apologies were received from:

Moved: _____ Seconded: _____ that the apologies be accepted.

Carried/ Lost

Minutes of the Previous Meeting: The Secretary read the minutes of the last meeting.

Moved: _____ Seconded: _____ that the minutes read are a true & correct record.

Carried/ Lost

Matters arising: _____

Correspondence: Inwards & Outwards

Moved: _____ Seconded: _____ that the inward correspondence be accepted and the outward approved.

Carried/ Lost

Club Planning worksheet for the month of

Monthly Meeting	Venue booked:
Date:	Advertised:
Activity Planned (speaker/visit):	Organiser:
	Follow-up thankyou
Club Event	Organiser
advertised	Notes:
Club Event	Organiser
advertised	Notes:
Club Event	Organiser
advertised	Notes:
Club Event	Organiser
advertised	Notes:



DairyNZ

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Te Manatū Ahuwhenua, Ngāherehere