**Gwent YFC Efficiency Competition for Club Officers**

**Competition Aim:** The aim of the competition is to encourage members, officers and clubs to work together

as an effective team for the benefit of all.

**What do we look for?**

We look at all aspects of how the clubs are run and hope to see good club administration and record keeping, strong leadership, safeguarding and governance of members and active promotion of the clubs through publicity and community engagement. We also want to see teamwork, ideas and enthusiasm from all club members.

**Format**

**Eligibility** - All clubs affiliated to Gwent YFC are automatically included in the competition.

**Timings** - The competition follows the County AGM year starting in Oct/Nov each year and will finish at the Club AGM the following year.

**Judges** - The judges will be representatives from the County Officer Team including: County President, County Chairman, County Vice-Chairman and County Competitions Chairman. The judges will liaise with the County Organiser as appropriate. The judges will be in attendance at County Meetings throughout the year.

**Awards** - A trophy for the club that in the opinion of the judges has demonstrated the highest level of efficiency. There will also be individual awards for the most efficient Club Chairman, Secretary and Treasurer. Points can be gained from any section throughout the year.

**Visits** - Judges will aim to visit each club twice in the year and these will ideally be one Business Meeting and one social event as they see fit. No notification prior to the visits needs to be given. In addition to this, the Club AGM will also be judged as per the criteria.

**Scoring System**

Club Administration & Record Keeping: 140 points

Leadership & Governance: 65 points

Officer Roles: 280 points

Communication, Club Promotion & Community Engagement: 120 points

Meeting Efficiency & Representation: 70 points

**Total:**  **675 points**

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| Category | Individual Scores | Total Points |
| **CLUB ADMINISTRATION & RECORD KEEPING** | **140 points** |
| Business Meeting | • Record of Attendance Book is signed and includes key data (date, venue, attendees, and apologies).• Meeting starts promptly.• Guest speakers/hosts/county officers/staff/visitors/judges formally introduced and thanked for their attendance.• Minutes of the previous meeting have been shared prior to the meeting and are printed and available on the day.• Agenda has been shared prior to the meeting and is printed and available on the day.• Minutes of previous meeting are discussed and signed as a true and correct record. • Treasurer’s Report is detailed and thorough, with appropriate discussion and understanding amongst members.• Minutes are accurate and show evidence of any action points from previous meetings being followed up.• Club Reports from County Meetings are reported to the meeting with appropriate detail & discussion.• Active member participation is encouraged and well managed by the Chairperson.  | 1055510101051010 | 80 points |
| ClubProgramme | • Programme includes variety of activities to reflect general interest and interests of members • Programme linked to county, Wales and National competition dates.• Programme is issued in a timely manner and circulated to members, the County Organiser, Club Leaders, Advisory, Vice-Presidents and Club President.• Programme is detailed with start/finish times of events and postcodes of locations. • Programme to include the regular scheduling of Business Meetings (ideally monthly).• Programme to offer aspects of training opportunities prior to County Events or Competitions.• Programme changes widely communicated with members and circulated on social media appropriately .• Programme layout is clear and appealing to potential members when used to promote YFC.• Programme includes up to date contact details of the relevant club officers.  | N/A | 60 points |
| **LEADERSHIP & GOVERNANCE** | **65 points** |
| Legal Compliance  | • Club Constitution is signed and completed• Trustees are appointed in accordance with the Charity Commission guidance. • Trustees support the Club and uphold current legislation in all aspects of YFC • The club has evidence of the appropriate licences in place to hold any licensed events and considers ‘The Licensing Act 2003’ when running events. • Evidence of submission of the Annual Report and Financial statement to the Charity Commission  | 55555 | 25 points |
| Health & Safety | • Copy of Public Liability provided by NFU Mutual Insurance.• Risk assessments are conducted for each activity / event and are kept on file.• Safety briefings are held before public events to ensure individuals are aware of their safety responsibilities. • Up to date record of Members Medical Needs is kept and taken to all club meetings & events.  | 5555 | 20 points |
| Safeguarding | • Disclosure & Briefing Service Documents – valid DBS Checks for all Club Officers. • Up to date list of Emergency Contact Details for any members under the age of 18 is kept and taken to all club meetings & events.• Summary of the following policies (all available on Gwent YFC website) are shared with appropriate discussion in a Business Meeting throughout the year:* Gwent YFC Behaviour Policy
* Safeguarding Policy
* Social Media Guidelines
 | 1055 | 20 points |
| **OFFICER ROLES** | **280 points** |
| Club Chairman | The Club Chairman is responsible for: • Chairman’s Annual Report as presented at Club AGM outlining club events & successes.• Rally Yearbook Report submitted on time and with appropriate detail.• Ensuring meetings are effectively chaired. • Ensuring the Club Constitution is observed and officer roles and responsibilities are adhered to. • Maintaining an up-to-date knowledge of County, Wales and National YFC events. • Representing and reflecting the opinions of club members with honesty and integrity at County meetings. • Ensuring the Gwent YFC Behaviour Policy is maintained by club members.• Welcoming new members, speakers and visitors.• Attending training offered to support them in their role – Club Officer Training Day.• Utilising support from Club Leaders, Advisory Members, Vice-Presidents and County Officers when difficulties arise, or further support or guidance is needed. • Being willing to help out at County level.• Promoting inclusion and having good rapport with members.• Being enthusiastic, encouraging and bringing new ideas to the club.• Communicating with all members and fellow Club Officers | 10 points10 points30 points | 50 points |
| Club Secretary | The Club Secretary is responsible for: • Creating, maintaining and sharing Club Meeting documents including:* Meeting Agendas
* Meeting Minutes (written up promptly and accurately)
* Attendance book signed by Members, Visitors and Chairman at all Business Meetings.

• Keeping a signed & completed version of the Club’s Constitution.• Creating & maintaining all outgoing correspondence e.g. invitations, letters & thank yous.• Organising & sharing incoming correspondence (County / Wales / National / other) with members with appropriate notes for action.• Gwent YFC Meetings - Taking written notes at Gwent YFC Meetings to report back to Club Meetings, and keeping record of agendas & minutes of Gwent YFC Meetings in date order. • Maintaining regular & appropriate contact with members, other club officers, advisory members, vice-presidents and club leaders and others where relevant.• Keeping records and files up to date with a clear organisational system.• Sending regular newsletters (no less than quarterly) to members, advisory members, vice-presidents and club leaders and others where relevant.• Meeting Competition Entry Deadlines (log kept at County Office)• Keeping an up-to-date Address Log of President, President Elect, Vice Presidents, Advisory Committee, Club Leaders and any Club Trainers or helpful contacts.• Reading and sharing Competition Rules & Entry Requirements with members.• Event planning – keep documentation relating to any club fundraisers or events.• Promoting a culture of teamwork that involves others & delegates tasks to officers or club members as appropriate. • Attending training offered to support them in their role – Club Officer Training Day.• Utilising support from Club Leaders, Advisory Members, Vice-Presidents and County Officers when difficulties arise, or further support or guidance is needed. • Being willing to help out at County level.• Promoting inclusion and having good rapport with members.• Being enthusiastic, encouraging and bringing new ideas to the club• Communicating with all members and fellow Club Officers | 10 points10 points10 points5 points5 points5 points10 points10 points5 points10 points10 points10 points5 points5 points30 points | 140 points |
| Club Treasurer | The Club Treasurer is responsible for: • Treasurer’s Annual Report and printed set of accounts as presented at Club AGM.• Giving regular, informal financial reports at Business Meetings detailing current balances and anticipated forthcoming expenditure. This must be recorded accurately in the Meeting Minutes.• Paying all bills to Gwent YFC on time, including competition expenses and levies.• Club Accounts are submitted half-yearly to County by agreed deadlines. \*• Club Accounts (half-yearly) are accurate with any amendments or queries promptly actioned. \*• Budgets are prepared for events to ensure that they are costed properly to break even • Accounts are independently audited prior to the club AGM. • Attending training offered to support them in their role – Club Officer Training Day.• Utilising support from Club Leaders, Advisory Members, Vice-Presidents and County Officers when difficulties arise, or further support or guidance is needed. • Being willing to help out at County level.• Promoting inclusion and having good rapport with members.• Being enthusiastic, encouraging and bringing new ideas to the club• Communicating with all members and fellow Club Officers\*\* Club Treasurer Books will be submitted to County halfway through the year for an informal check, which will account for some of the marks in this section. Club Treasurers will also be expected to have their books with them at all Club Business Meetings available for inspection, as required. If the books are not available, this may result in no points being awarded for the above criteria. | 10 points10 points10 points10 points5 points5 points10 points30 points | 90 points |
| **COMMUNICATION, CLUB PROMOTION & COMMUNITY ENGAGEMENT** | **120 points** |
| Promoting your Club | • Club to have an appropriate Facebook page or equivalent that is kept up to date promoting their club activities.• Club news & contributions sent to County Natterjack by agreed deadlines.• Club Programme sent to County Organiser and shared on social media. • Regular updates & results are posted to social media following County Competition days. • To engage in a positive manner with the general public on the club social media platforms – Facebook/Instagram/Twitter when promoting all aspects of YFC. • Club officers & members contribute to the County Yearbook. • Club information on county website is kept up to date.• A New Members Evening is held and promoted within the local community.• Club members engage with NFYFC promotional campaigns e.g. National Young Farmers Week on social media.• Participate in Bale Art promotional competition. • Participate in the County Scrapbook Competition. | 10 points10 points5 points5 points5 points5 points5 points10 points5 points5 points5 points | 70 points |
| Club, County and Community Engagement | • Promote Gwent YFC events on social media platforms.• Active participation in the Gwent YFC Competitions Programme.• Support social events of other clubs. • Engage with local organisations as part of Club Programmes i.e. Ag Society, NFU, scouts, guides • Publicise club locally with a presence at local shows or village fetes • Engage with the local community or a charity i.e. support another organisation, raise funds for a local cause (at least one per year)  | 5 points15 points10 points5 points5 points10 points | 50 points |
| **MEETING EFFICIENCY & REPRESENTATION** | **70 points** |
| Club AGM’s | • Meeting date, venue and time set 2 months in advance.• AGM Invitation is circulated to Members, Advisory, Vice-Presidents, Club Leaders & County officials – via Club Programme is acceptable (if this is circulated to the aforementioned) • Agenda printed for the evening and circulated in advance • Full Club Chairman report is given • Chairman report is adopted • Club Accounts, audited beforehand with copies circulated and treasurer gives full report • Minutes of previous AGM available at meeting, signed as true and correct record • Club Membership reported at meeting • Club Officers elected in accordance with Club Constitution – i.e. Nominations taken via formal proposer and seconder, asked if willing to stand, any further nominations, all in favour, duly elected. • Meeting conducted formally as per the Club Constitution with the Chair of the meeting being briefed and prepared beforehand  | N/A | 25 points |
| Representation of Club at County, Wales & National Meetings. | • Club to be represented with correct number of voting reps at all County Meetings - Executive, Competitions and Finance & Development.• Club representative to be present on any County Sub-Committees e.g. Social / Yearbook.• Club representatives bring positive contributions, ideas & input to County Meetings. • Club representatives arrive promptly to County Meetings for a punctual start.• Club representatives act on behalf of the club at County Meetings rather than from a personal standpoint.• Club representatives attend Wales and National meetings including AGM’s as deemed appropriate.  | 15 points5 points10 points5 points5 points5 points | 45 points |
| **TOTAL POINTS** | **675 points** |