

# Information Notes for the Club Grouping Representatives

## What is a Club Grouping Representative?

The Clubs within WFYFC are split into groups so that the larger Clubs can offer support to the smaller Clubs:

Group One	Group Two	Group Three
Bromsgrove YFC	Crowle YFC	Cutnall Green YFC
Hagley YFC	Hanley Swan YFC	Martley YFC
Wythall YFC	Inkberrow YFC	Tenbury Wells YFC
	Upton-on-Severn YFC	

Clubs can get together and hold activities to add variety to a programme and increase support at arranged events.

## What do I have to do as a Representative?

As a Club Grouping Representative you have to:

- Make contact with the other Clubs in your group and plan future activities etc. that you can do within your group. Hold Club Group meetings when this is appropriate.
- Before a meeting, you should:
  - ✓ Read the agenda and the minutes of the previous meeting
  - ✓ Note any items on the agenda that need Club members ideas, suggestions, decisions and note any items from the minutes that should have been discussed by Club members
- During the meeting, you should:
  - ✓ Listen to what is said
  - ✓ Pass on YOUR Clubs ideas, suggestions and decisions
  - ✓ Make a note of any decisions made and any things that need action or decisions from Club members before the next meeting
- At the next Club meeting, you have to give a report. In the report you have to pass on the main points discussed at the meeting, concisely and clearly, and comment what, as a Club, you have to discuss to take back to the next meeting.

## The Final Word

If you get stuck or just need some help or advice, no problem, just ask someone. Other than that:

***Good Luck!***

