

Information Notes for Finance & General Purposes Committee Representatives

What is a Finance & General Purposes Committee Representative?

Once every month, WFYFC hold a Finance & General Purposes [F&GP] Committee Meeting. The County Chairman selects up to 12 members to make comments, suggestions, vote on items of discussion and provide help and assistance at WFYFC events.

What is the F&GP Committee?

The F&GP Committee is responsible for the financial management and budgetary control of WFYFC; the organisation of all WFYFC fundraising and social events including duties and responsibilities relating to health and safety; management of WFYFC resources; organisation of training; supporting Clubs through the 'Adopt a Club' scheme; general staff management.

What do I have to do as a Representative?

As an F&GP Committee Representative you have to:

- Attend the F&GP meeting every month. If you cannot it is polite and fair to let County know and send your apologies. You can do this by phoning County Office on 01905 621616. If you miss more than two consecutive meetings without giving your apologies you may be asked to resign.
- Before the F&GP Meeting, you should:
 - ✓ Read the agenda and the minutes of the previous meeting
- During the F&GP meeting, you should:
 - ✓ Listen to what is said
 - ✓ Pass on YOUR ideas, suggestions and decisions
 - ✓ Make a note of any decisions made and any things that need action or decisions before the next meeting
- In between F&GP meetings, other duties that you will be expected to carry out are:
 - ✓ Assist at WFYFC social and fundraising events - before, during and after the events
 - ✓ Liaise with your 'Adopt a Club', providing them with support and advice and visiting when necessary

The Final Word

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

Good Luck!

