

Information Notes for the Programme Secretary

What does the Programme Secretary do?

The Programme Secretary is at the heart of the Club in its recruitment and retention exercise. If the Club does not have an exciting and interesting programme, new members will not be attracted to join. Also, if current members feel it is boring to attend the Club meetings then it is so much more difficult to retain them. It is therefore the Programme Secretary's role to co-ordinate members' ideas to provide the Club with a programme.

What type of meetings should I include in the Programme?

Meetings can include:

- Outdoor Visits
- Talks
- Fun & Games
- Business Meetings - Committee
- County Meetings
- Area Meetings

It is important to obtain the right balance of the above and to include everyone's ideas. It may therefore be helpful to have a brainstorming session to obtain members views on what they would like to see or do. It is also important to speak to the Chairperson and to establish when they would like to hold committee meetings to discuss and vote on issues. Throughout the year the Club is also involved in a number of competitions and it may be handy to have some Club nights as practices. It is therefore always a good idea to do a small report at Club meetings so they are always aware of what is going on. The report may include details of people you've contacted, details of firm arrangements and a time to evaluate past meetings.

County try and arrange 3 or 4 fun county meetings a year, the Clubs Activities Committee Representatives should be able to tell you dates of these.

WFYFC is also split into 3 areas - North Area, Central Area and South Area. It is advisable to contact the other Clubs within your area so that you can arrange area meetings to include within your programme. Contact County Office for the other Clubs Chairmen/Secretaries details.



What details should I put in the Programme?

Each member should have access to a printed programme; this is also something that can be sent to potential members. Ideally it should contain the following:

- The date of the meetings
- The time of the meetings
- The place of the meetings
- What the meeting is
- Cost (if a trip/outdoor visit)

It is also handy to include telephone numbers of yourself and other officers (Chairperson, Secretary, Treasurer, etc). You may also want to include dates of competitions and disco dates.

What not to forget?

If you have arranged a meeting at a hall or other function room, DO NOT forget to book the venue.

- Always turn up on time, especially if you have a speaker coming
- Introduce the speaker at the meeting
- Always do a vote of thanks at the end of the meeting (NB - if being judged at an efficiency meeting the Club will get extra marks if this is done by a member who does not hold a position)

Where else to go for information?

WFYFC have programme guides and useful pieces of information that may help you to plan a programme. They also have details on "Skills for Life" and the "Countryside Challenge" which may be something that members of your Club want to do. There is also information on fun games to play as "Icebreakers". You may also find speaking to other Clubs a good place to find programme ideas, as well as looking on the WFYFC website.

The Final Word

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

Good Luck!

