

# Your YFC AGM Guide

An AGM is a formal meeting held once a year. It provides the trustees and/or officers of the YFC club with the opportunity to explain their management of the YFC to members of the club. It also offers members of the club an opportunity to ask questions before voting on business items on the agenda, including electing the officers of the club for the next twelve months.

## General

The club AGM must be held within three months of the financial year-end – this is a rule recorded in the club constitution.

You must give at least one month's written notice to all those entitled to receive notice of attend the meeting. This notice needs the details of the date, time and venue for a YFC Annual General Meeting. The meeting therefore needs to be planned before this date in order that details of the meeting can be given to all those entitled to receive notice of and attend the AGM.

To prepare for the AGM, two club committee meetings are recommended:

**One.** About 10 days after the financial year-end – the year-end committee meeting.

**Two.** About 14 days *before* the AGM meeting– the pre-AGM committee meeting.

These two committee meetings will allow club officers and the advisory committee to plan and prepare for the AGM. Tasks should be shared among the club officials and the advisory committee – teamwork will ensure individuals taking on tasks are supported and can assist one another whilst preparing for the AGM.

## Using this guide

As recommended above, the most effective way of planning the club AGM is for the committee/advisory committee to work as team by holding two meetings – one close to the year-end and the other about two weeks before the AGM.

This guidance document is set out on this basis, with tasks listed for each stage of the planning. The club committee should work through the tasks, allocating them to a member of the committee or advisory committee. This shares the work of planning for the AGM meeting and preparing the information that is required for the meeting. Supporting information in the second half of this guide provides information and answers to questions that may arise as the club committee and advisory committee discuss and plan the AGM.

**The NFYFC website version of the Source Handbook includes templates that a YFC club committee can download and adapt for its own AGM. The templates are:**

- **Club AGM agenda** (including the constitution change to upper age of YFC membership). This template can be adapted and used by YFCs.



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- **Updated constitution document** (2021 change to upper age of YFC membership to 28 yrs) – clubs that wish to increase the upper age to 28 yrs, and have not yet adopted the new constitution can do that at the next club AGM.

This is a template of the standard club constitution with the new clause about YFC membership included. Some information will need to be added from the current club constitution, for example the financial year-end which differs in YFCs.

- **Club AGM meeting call/notice.** This template can be used to call the club AGM and give notice of the date, time and place of the meeting.

**Annual Report EXAMPLE Trustees Annual Report** (using Charity Commission TAR form) and **Annual Report TEMPLATE guide (entire report that can be tabled at AGM)** (template, that enables the report to be tabled and presented at the club AGM as then filed with the charity commission). One of these templates can be used to prepare the information that the Charity Commission requires from YFCs that are registered with the Commission require. The Commission does not insist that its own template document is used, and many charities produce their own annual report and include graphics and photographs of activities – a YFC can do this as well and a template is available to assist with this.

- **Membership returns - excel spreadsheet to populate membership returns as a graphic.** This spreadsheet will assist a YFC to produce its membership numbers in a graph form, which is a good visual aid for the AGM meeting.

- Safe recruitment templates. These are templates that the charity trustees of the club can use to ensure the YFC follows safe recruitment practices and records the outcome of this.

- **Position of Trust nomination/application form**
- **Reference form and template reference request form**
- **Safe recruitment record sheet for YFC clubs**

**Club Officers profiles/job descriptions are found in the Your Role in YFC Section.**

As part of safe recruitment, it is important that those volunteering for a role know the responsibilities that are accepting by taking up the role for the club – and they know this information before the election at the club AGM. The job descriptions can be adapted and should be made available to all members of the club well before the club AGM.

Responsibilities of Charity Trustees (two versions, a summary version and a paper with more detail) Charity Trustees – summary and Charity Trustees – in more detail. The Charity Trustees are those responsible and accountable for the YFC as a charity in law. It is important that those volunteering for (in most clubs) Club Chair, Club Vice Chair, Club Secretary, Club Treasurer and Club Leader know the responsibilities of a Charity Trustee before they are elected.



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- **YFC Club - Positions of Trust (working with children and young people).** It is very important that those elected as charity trustees are clear on what a *position of trust* is within the club environment. This also applies to those that may be regularly supervising club activities, so this information may need to be shared wider than the charity trustees.
- **YFC Code of Conduct.** This applies to all YFC members, including the club committee members.



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The following timetable will ensure that all preparations are made for the club AGM.

## *Preparing for the YFC Club Annual General Meeting – timetable*

Supporting documents & templates can be found and downloaded from the NFYFC website in the Source section.

<p><b>Financial year-end date</b></p>	<ul style="list-style-type: none"> <li>➤ This is the trigger point to start preparing for the club AGM.</li> </ul>
<p><b>Within two weeks of the financial year-end</b></p>	<ul style="list-style-type: none"> <li>➤ Hold a year-end committee meeting. This can be a joint club committee and advisory committee meeting.</li> <li>➤ Check and confirm date of the AGM. Agree start time of AGM.</li> <li>➤ Check that the venue is booked and confirmed (or online platforms are ready to be used).</li> <li>➤ Check President or a Vice President is available to chair the meeting on the date set. If necessary, the club chair can take the AGM meeting.</li> <li>➤ Check that the club committee has email addresses for all those entitled to receive notice of and attend club AGM. These are:             <ul style="list-style-type: none"> <li>➤ Club Members (those that has membership cards for the year just ended).</li> <li>➤ the President.</li> <li>➤ Vice President(s).</li> <li>➤ Club Leader.</li> <li>➤ Associate Members (for the year just ended).</li> <li>➤ Members of the Advisory Committee.</li> <li>➤ the Salaried Officer of the County Federation or a nominated representative of the County Federation.</li> </ul> </li> <li>➤ It is important that everyone receives the email as the list above is recorded in the club constitution, so check you have contact details for everyone.</li> <li>➤ Prepare the first draft agenda for the club AGM. <b>Use the template for the club AGM agenda</b> which has been produced by the NFYFC for YFCs to adapt and use.             <ul style="list-style-type: none"> <li>➤ The template includes all the business that must be done at a club AGM and the for the 2021 club AGM, the motion to change the constitution to change the upper age of YFC membership to 28 years of age is also on the agenda template.</li> </ul> </li> <li>➤ Check the minutes of the previous meeting are prepared and ready for publication to all those entitled to attend the club AGM.</li> <li>➤ Start to collect the information required for the club Annual Report. This is a summary of the club as a charity - what it is, what it does, its membership and its</li> </ul>



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activities. The NFYFC has produced two template annual reports. Clubs can adapt and use one of these.

- **Annual Report TEMPLATE guide - entire report that can be tabled at AGM** allows a club to prepare a report that is suitable to be circulated and tabled at the AGM meeting and then submitted to the Charity Commission after the meeting.
- **Annual Report EXAMPLE Trustees Annual Report - charity comm TAR form** is for the Charity Commission only and uses the form it provides.
- **NOTE:** The Commission does not state that its own template or form must be used as many charities prepare a PDF/printed report each year to tell their story.

## Financial preparations for the club AGM

- Financial records should be made up to date – to the date of the financial year-end.
- Have all monies due to the club been received and presented to the bank?
- Has all money owed by the club being paid and cheques presented to the bank?
- Have the financial records and bank accounts been reconciled to the year-end date?
- Make a note of the date that the financial information will be passed to the person that is acting as the independent examiner of the financial statements.
- Agree the date that the club committee requires the final, signed, statement of accounts from the examiner to review and then publish to all those eligible to attend the club AGM.

**Election of person to audit or examine the club accounts** – for the agenda (there person examining the accounts for this year, was elected at the previous AGM).

- Consider and make recommendations for a person to be elected to do this task at the next financial year-end and AGM (next year). See information later in this guide on how to select an independent examiner.

## Start preparing the summary of membership numbers for the last year

- **Use template spreadsheet** to create a summary of the club membership for the year. Example (SharePoint link use this spreadsheet to create the report for the club

## Club subscription for the forthcoming year

- Review club subscription alongside reviewing the predicted income and expenditure (budget) of the club for the coming 12 months. Start considering what will be added to the club AGM agenda on this topic.

## Consider any changes required to the club constitution.

- The Annual General Meeting of the NFYFC held in April 2021 agreed that the upper age of YFC should membership should be 28 years of age. This change needs to be included in the constitution for each YFC.
- The wording for the motion is recorded on the **template club AGM agenda** that accompanies this guide.



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- This constitution document template includes the new wording for YFC membership age. There are sections on the template that each club will need to take from the current club constitution. These are highlighted on the template document.
- NOTE: Some YFCs already have different ages recorded – Countrysiders or Junior clubs for example. In this instant the club should contact the County Office and the the NFYFC, with assistance from the county federation, prepare a revised ‘bespoke’ constitution to mirror the current membership profile of the club.

## Election of officers

- Ideally the committee and advisory committee should discuss the positions to be filled and which YFC members would suit the roles.
- Those wishing to stand for nomination should be familiar with the role and the expectations of the club for that role. The NFYFC has prepared example job descriptions for the Chair, Secretary, Treasurer, Leader and many more in this handbook. The role descriptions provide the required information.
- It is especially important that those that will be elected as to the club management committee (charity trustees) know the responsibilities of the role. They should also be familiar with what it means to be in a position of trust and/or a charity trustee. The guidance papers should be shared with those that will be elected to positions in the club that form the club management committee or those that will regularly be supervising the club activities.
- Note: Before members nominate themselves or others for positions within YFC that are considered a position of trust and/or a charity trustee they should be made aware of the law around relationships whilst in a position of trust. This will help them make informed decisions around their nominations.
- It is also important that those that will be regularly supervising and managing YFC club activities are aware that this is a ‘regulated’ activity – i.e. it is regulated by law. The charity trustees of the club may do this, but they are often supported by other volunteers.
  - **Regulated contact** – defined as frequently supervising/caring for children (once a week or more often), or on 4 or more occasions in a 30-day period and any/all overnight activities} – means that a DBS check at enhanced level with checks made of the relevant barred lists is required. This is because the activities are ‘regulated’ in law.
- The appointment of charity trustees and those that will be supervising and managing YFC club activities which are ‘regulated’ activities are subject to ‘safe recruitment’ processes. See the section on safe recruitment later in this guide.
- In addition, the NFYFC has prepared two papers with information to describe the responsibilities of the charity trustees. There is a summary paper (Charity Trustees –



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summary) and another more detailed paper ([Charity Trustees – in more detail](#)) for further reading.

- The committee meetings should examine the list of Advisory Committee members. There should be three groups with one new group elected for a three-year period each year and one group retiring each year. Advisory Committee members are eligible for re-election. It recommended that the Advisory committee consists of no more the nine people at any time. This is to ensure that club committee members (10 to 28 yrs) hold the majority within Advisory Committee meetings. NOTE: Where a club has members under the age of 18 (for example a countrysiders or junior YFC), the advisory will likely be the adults that assist the club week by week or parental helpers.

<b>Group one</b> – retires 2023 AGM (Elected at 2020 AGM)	<b>Group Two</b> – retires 2024 AGM (Elected at 2021 AGM)	<b>Group Three</b> – retires 2025 AGM (Elected at 2022 AGM)
Name one	Name one	Name one
Name two	Name two	Name two
Name three	Name three	Name three

## Management Committee (Charity Trustees)

- The AGM meeting must confirm the management arrangements for the club – **the charity trustees**. Charity trustees are the people responsible for the club and accountable for its actions. The club constitution records that the charity trustees will be **at least three of the following: Club Chair, Vice Chair, Secretary, Treasurer and Leader**. Nominees must be 18 yrs of age of over. If the club membership is not 18 years of age or over, add the names of at least three Leaders and Advisory Committee members to act as the management committee (charity trustees).

## Safe recruitment

- Those taking on a voluntary position of responsibility within clubs, including but not limited to officers, leaders, charity trustees, advisory, parental helpers, coaches/producers, presidents and trustees will be required to go through safe recruitment procedures.
- The Charity Commission records that charities must make sure that trustees, staff and volunteers are suitable and legally able to act in their positions.
- To do this the club should get:
  - Criminal records check where suitable – it is legal requirement for those undertaking ‘regulated’ activities to be DBS checked – see definition of regulated activities above.
  - References and checks on gaps in work history – it is a requirement for all charities to check that those in office (or volunteering) are suitable for the job role. Charity trustees are required to take reasonable steps to protect the club (a charity) and those that it works with together with those that have contact with it.





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	<ul style="list-style-type: none"><li>➤ The charity commission also says that <i>“protecting people and safeguarding responsibilities should be a governance priority for all charities. It is a fundamental part of operating as a charity for the public benefit”</i>.</li><li>➤ <u>Who requires a DBS check?</u> This will differ in each club depending on how the club is run e.g. a junior club, school or an open club etc. Therefore, Individual roles should be assessed by the club/county against the definition of regulated contact and based on their specific role within YFC for the correct safe recruitment procedures to be followed.</li><li>➤ <u>Who requires references to be taken and reviewed?</u> All charity trustees (the club management committee) should be referenced and all those that will be undertaking regulated activities – the club /county safeguarding or designated safeguarding officers should be included.</li></ul> <p><b>Template papers to assist with safe recruitment can be downloaded from the NFYFC website under The Source Handbook Section.</b></p> <p><b>Representatives to county committees.</b></p> <ul style="list-style-type: none"><li>➤ Start to consider who to nominate to the county committees.</li></ul> <p><b>Trophies and awards</b></p> <ul style="list-style-type: none"><li>➤ If trophies and awards are presented at the club AGM, check that the committee knows where each trophy is and start making arrangements for these to be returned in time for the club AGM. Check that they have been engraved and will be clean for the AGM evening.</li></ul>
<p><b>The next six weeks</b></p>	<ul style="list-style-type: none"><li>➤ Venue booked.</li><li>➤ Any housekeeping matters to be organised.</li><li>➤ Draft agenda – continue to work up the agenda.</li><li>➤ Financial Statements and handed to the independent examiner.</li><li>➤ Name of person/firm to be nominated to independently examine the accounts and financial statement for next year – consider nominations and seek approval for the name to be added to the agenda.</li><li>➤ Annual Report – working up the report.</li><li>➤ Membership numbers – summary prepared.</li></ul> <p>Ongoing discussions:</p> <ul style="list-style-type: none"><li>➤ Club subscription – to be finalised and a proposal agreed at next committee meeting.</li><li>➤ Advisory committee – nominations to be considered.</li><li>➤ Club officers and committee - nominations to be considered. Ensure Club Officer job descriptions are distributed so all know the expectations of the elected position.</li></ul>





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<p><b>One month before the AGM</b></p>	<ul style="list-style-type: none"> <li>➤ Publish the AGM meeting call/notice and <i>invite members of the club to put forward any AGM resolutions</i>. Use the template for the club AGM agenda.</li> <li>➤ It is important that this deadline is not missed – it is recorded in the club constitution, and therefore a club AGM cannot be held unless a notice/meeting call is published to all those entitled to receive notice of and attend the club AGM one month before the planned meeting date.</li> </ul>
<p><b>Two weeks before the AGM</b></p>	<ul style="list-style-type: none"> <li>➤ Close date for receipt of AGM resolutions.</li> </ul>
<p><b>12/13 days before the AGM</b></p>	<ul style="list-style-type: none"> <li>➤ Call a pre AGM committee meeting to take place about 12 or 13 days before the club AGM (to allow receipt on any resolutions from members of the club).</li> <li>➤ The purpose of this committee meeting is to finalise the club AGM agenda and the arrangements for the meeting.</li> <li>➤ Discuss any resolutions received from the club membership and add to the agenda.</li> <li>➤ Review club subscription alongside reviewing the predicted income and expenditure (budget) of the club for the coming 12 months. Add resolution about the club subscription to be added to the AGM agenda.</li> <li>➤ Finalise/Sign off the club AGM agenda.</li> </ul> <p>Checks:</p> <ul style="list-style-type: none"> <li>➤ The annual report is ready and includes all suitable information.</li> <li>➤ The financial statements are ready and have been signed by the independent examiner.</li> <li>➤ Consider also potential questions that may asked at the meeting and assist the Treasurer in preparing answers for those.</li> <li>➤ That a person has been asked and has agreed to independently examine financial statements in 12 months time for next years club AGM (it may be the same person as now). Add their name to the club AGM agenda.</li> <li>➤ Membership numbers – check these are ready and add to the end of the agenda or annual report.</li> <li>➤ Are YFC members ready to be nominated to the club committee. It is helpful if the outgoing committee ensures that members of the club are ready to propose and second the nominations at the meeting as well.</li> <li>➤ That there are nominations for members of the club to represent it at the county federation committees.</li> <li>➤ If trophies and awards are presented at the club AGM, check that these are returned, where necessary have been engraved, and are clean for the AGM evening.</li> <li>➤ Decide how votes will be made, and who will be appointed as tellers for the meeting (to count the votes).</li> </ul>



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<p><b>No later than 7 days before the AGM</b></p>	<ul style="list-style-type: none"><li>➤ Publish AGM agenda (including the motion about the club subscription and any other motions printed on the agenda).</li><li>➤ The agenda should be accompanied by<ul style="list-style-type: none"><li>➤ Minutes of the previous club AGM</li><li>➤ Annual report</li><li>➤ Summary of membership numbers for the year just ended and</li><li>➤ The year-end financial statement.</li></ul></li><li>➤ Those entitled to received notice of and attend the club AGM are:<ul style="list-style-type: none"><li>➤ Club Members (those that has membership cards for the year just ended)</li><li>➤ the President</li><li>➤ Vice President(s)</li><li>➤ Club Leader</li><li>➤ Associate Members (for the year just ended)</li><li>➤ Members of the Advisory Committee</li><li>➤ the Salaried Officer of the County Federation or a nominated representative of the County Federation.</li><li>➤ It is important that everyone receives the email as the list above is recorded in the club constitution, so check you have contract details for everyone.</li></ul></li></ul>
<p><b>At the AGM meeting</b></p>	<p><b>Chairing the club AGM</b></p> <ul style="list-style-type: none"><li>➤ The club AGM should be chaired club president or if they cannot attend, a vice president.</li><li>➤ If none of the above are available, the outgoing club chair shall take the meeting.</li></ul> <p><b>Voting at the club AGM</b></p> <ul style="list-style-type: none"><li>➤ Each YFC member (10 to 28 years of age) has one vote, and all matters will be decided by a majority of votes of members who are present and voting. As the AGM is often held before a member has renewed their club membership, those voting should be only those that held a membership card for the club for the year just ended.</li><li>➤ The chair of any meeting has one vote and if the number of votes for and against are the same, the person chairing the meeting has the casting vote (an extra vote for use only when a vote is a draw).</li><li>➤ Club leaders (unless a member of the club – 10 to 28 years), associate members, advisory committee members and the county organiser, or the nominated representative of the county federation, cannot vote at the club’s AGM (or other meetings).</li><li>➤ The vice-president and life members don’t normally have a vote. However, check the club constitution to clarify as these posts carry a vote in some clubs.</li></ul>



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	<ul style="list-style-type: none"><li>➤ <b>Voting at the club AGM is done by a show of hands</b>, except for the election of the club officers, which may be held by secret ballot if that is preferred. Therefore be prepared for one or more paper votes – you will need to prepare voting slips and have pens available. The tellers can count the votes and pass the results to the meeting chair who will declare the result.</li></ul> <p><b>Agenda for club AGM</b></p> <ul style="list-style-type: none"><li>➤ The business of the meeting shall be carried out as per the agenda unless the Chair asks and receives the permission of the meeting to vary the order printed on the agenda.</li><li>➤ A record of attendance shall be kept of each meeting.</li><li>➤ Motions to change the constitution must be printed on the agenda <b>and be carried require a two-thirds majority of the members (aged 10 to 28 years) present and voting.</b></li></ul>
<p><b>After the club AGM - within four weeks of the club AGM</b></p>	<p><b>Safe recruitment</b></p> <ul style="list-style-type: none"><li>➤ Take up references on charity trustees and those that will be supervising regulated activities for the club.</li><li>➤ Carry out DBS checks for those that will be supervising regulated activities with YFC members – this often will include the charity trustees as they often supervise activities.</li><li>➤ Regulated activities - frequently supervising/caring for children (once a week or more often), or on 4 or more occasions in a 30-day period and any/all overnight activities – means that a DBS check at enhanced level with checks made of the relevant barred lists is required, This is because the activities are ‘regulated’ in law.</li><li>➤ Keep a record of the references and DBS checks. The NFYFC has produced a template record log which accompanies this guide. This record should be maintained by the club management committee and considered confidential to the management committee members only.</li><li>➤ NOTE: Some county federations administer the references and DBS check on behalf of club management committees.</li><li>➤ If a member of the new club management committee fails to supply the names of two referees and information required for a DBS check to be made in the first four weeks, they should consider themselves as ‘stepped down’ or ‘removed’ from the role. In this instance the club can hold a new election for the position.</li></ul> <p><b>Handover to new officers</b></p> <ul style="list-style-type: none"><li>➤ All club officers should receive a handover/ induction to their role from their predecessors and attend club officer training when offered by the club or county federation as this will supply them with the information they need to undertake their role successfully.</li></ul>



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## Annual report and financial statements

- Submit annual report and financial statements and, if required, the revised constitution, to the charity commission. See notes below for more information.
- Add copies of all documents referred to at the club AGM to the club records **and send copies to the county federation office**. Clubs that are not required to register with the charity commission should add copies of all club AGM papers to the club records and send to the county office.
- This is important for historical records and in case of any future dispute about the club decision making or its rules and constitution.

Supporting documents & templates can be found and downloaded from the [NFYFC Source Handbook section](#).

## Prepare for the club AGM - supporting information

**Annual Report.** This is a summary of the club as a charity - what it is, what it does, its membership and its activities. The Annual Report should be prepared by the club management committee (charity trustees) before the AGM.

Note: The report can be used as the basis of the report/speech presented by the outgoing Club Chair or Secretary at the AGM.

Following the club AGM meeting, the the Charity Commission needs up-to-date information about your club – this is a legal requirement. The level of information required depends on the income of the club and more information can be found under the *submit annual report and financial statements to the charity commission* section below. The commission must, at all times, hold details of the Charity Trustees (See management committee on the template AGM agenda. This information should be updated after each AGM.

**Charity Commission – administration of charity information on the charity commission portal. From the summer of 2023 changes are being implemented to the Charity Commission portal – more people from the club (a charity) can have access to the club records on the portal.**

- The portal will allow at least one, preferably two, ‘online administrators’ – and where county federations undertake the updating and uploading of the information annually, the county federation office is one of the administrator account holders.
- The NFYFC suggests the following have access to the online portal with the following level of access. The level of access is detailed below.

Post	Name	Level of access	Date appointed	Date retired
County Office		Administrator	X Sept 2022	Current
Club Leader		Administrator	X Sept 2019	Current



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Club Chair		Trustee access	X Sept 2022	X Sept 2023
Club Vice Chair		Trustee access	X Sept 2022	X Sept 2023
Treasurer		Trustee access	X Sept 2022	X Sept 2023

- It is recommended that the named people to have access and manage the club records on the Charity Commission portal is passed by resolution at the club – that be at the AGM, a business meeting or meeting of the charity trustees (club management cttee). This can be phrased as a *delegated responsibility*.

From summer 2023 current logins remain valid, and the charity details should be checked, and Trustees names updated.

**Types of online charity commission accounts to be available (information from the Charity Commission) and the basis on which this guidance is written:-**

## Administrator account

You will have an administrator account if you are registered with the Charity Commission as the contact for your charity. This is usually a trustee **but could be an employee or a legal advisor or accountant (or for YFC, the County Federation office)**.

As the charity's contact, you will be classed as the 'primary administrator' and will have a 'full access' account.

If you are an administrator, when your account is activated and you first sign-in, you will be asked to confirm that you are authorised by your trustees to have this access. **{this will be the 'delegated responsibility mentioned above}**

Having a full access administrator account means, from summer 2023, you'll be able to:

- access all our online services for your charity or charities
- enable other users to set up accounts linked to your charity, for example, trustees or a professional advisor such as an accountant – you'll also be responsible for activating all individual user accounts as well as managing user access and new account requests
- grant administrative rights to other users (referred to as 'additional permissions') so that they can carry out some administrator activities
- amend other users' access permissions based on what they need to do for your charity
- view and edit personal information included on third-party user accounts linked to your charity (these are accounts for anyone who is not a contact or a trustee) so long as the third party is not a trustee or main contact of another charity
- view and edit trustee information on our other online services, such as the register of charities

## Trustee account

If you are a charity trustee, you will:

- have access to all our online services for your charity
- be able to update and maintain your own personal details, but not those of other trustees, third parties or the charity contact
- be able to see the names of the other trustees and their dates of appointment only



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The primary administrator (the charity contact) will send you a link to enable you to set up an account once the system goes live in summer 2023.

The primary administrator can also grant you some administrative rights if it is necessary for you to carry out some administrator activities.

Before you are granted administrative rights, you will be asked to confirm that you are authorised by the other trustees of the charity to have this access.

## Third-party account

If you are, for example, an employee of the charity (who is not the charity's contact) or a professional advisor for the charity such as an accountant or lawyer, you may need access to our online services on the charity's behalf.

You can request a Charity Commission account from the charity's contact, who will manage both your account and your access to our online services. You will be able to request this when the system goes live in summer 2023.

If you are a third-party user, you will:

- have access to sections of our online services that are appropriate for the activity you are undertaking for the charity
- be able to access, update and maintain your own personal details, but not that of any trustees, third parties or the charity contact

The primary administrator (charity contact) can grant you some administrative rights if it is necessary for you to carry out some administrator activities. Before you are granted administrative rights, you will be asked to confirm that you are authorised by the trustees of the charity to have this access.

## Which names should appear as Charity Trustees on the Charity Commission record.

*(Note that the club management committee members are charity trustees in law unless they are under the age of 18 in which case either the club leader(s) or advisory member(s) would be nominated to take this responsibility at the AGM.) At least three of the following post holders are the Charity Trustees (Club management committee)*

Office held	Name	Date appointed	Date retired	
Chair				
Vice chair				
Secretary				
Treasurer				
Leader				

The NFYFC recommends the club keeps a rolling list of appointments and retirement dates with the club AGM records. The record can be simple, and here is an example.

Office held	Name	Date appointed	Date retired	
Chair		X Sept 2021	X Sept 2022	
Vice chair		X Sept 2021	X Sept 2022	
Secretary		X Sept 2021	X Sept 2022	
Treasurer		X Sept 2021	X Sept 2022	
Leader		X Sept 2019	Current	
Chair		X Sept 2022	X Sept 2023	





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Vice chair		X Sept 2022	X Sept 2023	
Secretary		X Sept 2022	X Sept 2023	
Treasurer		X Sept 2022	X Sept 2023	
Leader		X Sept 2019	Current	
Chair		X Sept 2023	Current	
Vice chair		X Sept 2023	Current	
Secretary		X Sept 2023	Current	
Treasurer		X Sept 2023	Current	
Leader		X Sept 2019	Current	
Chair		X Sept 2024		
Vice chair		X Sept 2024		
Secretary		X Sept 2024		
Treasurer		X Sept 2023		
Leader		X Sept 2019		

## Templates:

- Annual Report EXAMPLE Trustees Annual Report - charity comm TAR form (using Charity Commission TAR form)
- Annual Report TEMPLATE guide - entire report that can be tabled at AGM (template, that enables the report to be tabled and presented at the club AGM as then filed with the charity commission).

## Election of person to audit or examine the club accounts.

Selecting an independent examiner ([Charity Commission guidance](#))

The trustees have a legal duty under the Charities Act 2011 to appoint '*an independent person who is reasonably believed by the trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts*'.

The examiner must be independent of the charity. Independence means that the examiner must not be influenced, or could not be perceived to be influenced, by their relationships with the charity and its trustees. Therefore, the examiner cannot be a trustee of the charity. Independence is not the same as having no connection with the charity. An examiner can be a supporter of the charity, provided that they do not have a close relationship with the charity, or its trustees and they are not involved in the day-to-day administration of the charity.

The examiner must have the skills and experience needed to carry out his or her responsibilities. The starting point for all independent examiners is an understanding of their responsibilities, as explained in [Independent examination of charity accounts: examiners \(CC32\)](#). All examiners must also understand the key governance and reporting requirements that are specific to charities. These include the





# Your YFC AGM Guide

responsibilities of trustees and the requirements to produce a trustees' annual report and to account for the different types of charitable funds.

An examiner must also have sufficient accounting skills to carry out an independent examination. The extent of the skills required depends upon the charity's gross income and the complexity of its accounts. The examiner will need to demonstrate sufficient financial awareness, numeracy skills and relevant experience to carry out the work and make the judgements required.

The trustees' decision to appoint a person to act as the charity's examiner should be in writing and recorded in the charity's minutes. The examiner should confirm their appointment, and this can be done by an exchange of emails.

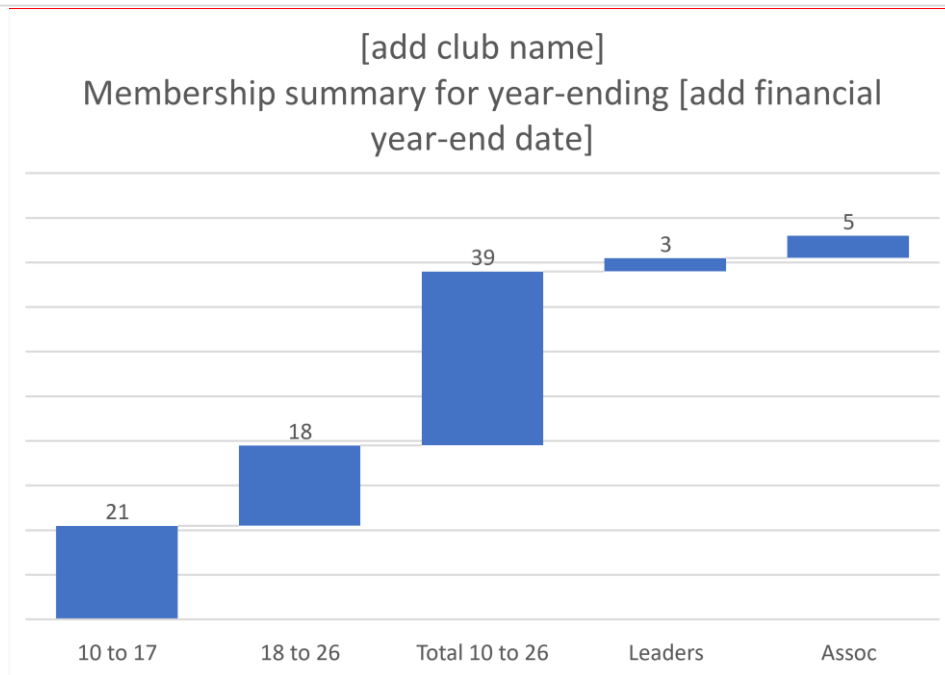
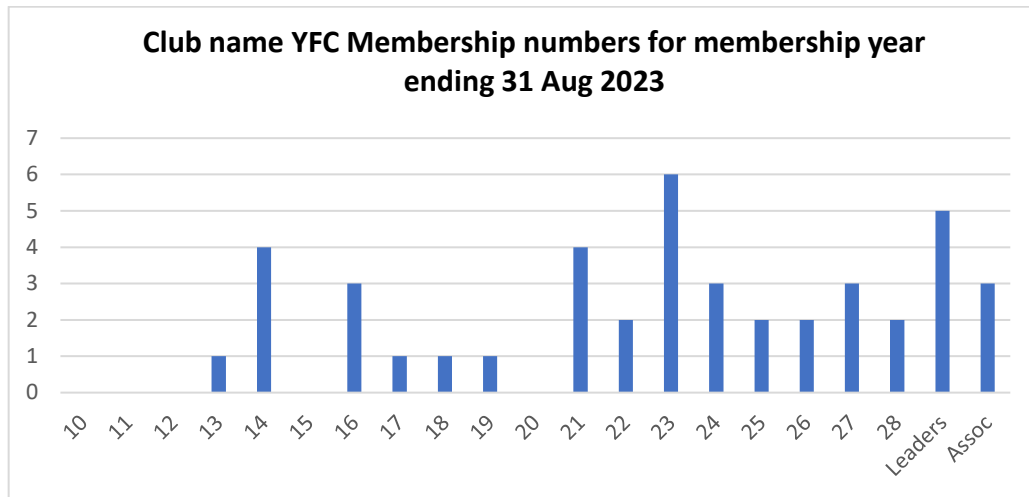
## **Summary of membership numbers.**

An easy way to do this is add a summary of the membership numbers as a graph at the foot of the agenda or in the annual report.

The NFYFC has produced a spreadsheet that will provide a graph for clubs to paste on papers for the AGM. This spreadsheet accompanies this guide and will produce a graph like the ones below.



# Your YFC AGM Guide



Number of members aged 10 to 17 years:	<b>9</b>
Number of members aged 18 to 28 years:	<b>26</b>
Number of members aged 10 to 28 years:	<b>35</b>
Number of Leaders:	<b>5</b>
Number of associate members:	<b>3</b>

## Consider any changes required to the club constitution

The wording for the motion that changes the upper age of YFC membership to 28 years of age is included on the club AGM template agenda document. It is as follows:



# Your YFC AGM Guide

**Motion: That items 5.2, 5.3 & 5.4 of the [add name of club] constitution be amended as follows:**

That items 5.2, 5.3 & 5.4 which state,

- 5.2 Membership shall be available to such persons who are not less than 10 years of age when they join a Club.
- 5.3 Membership remains available to a person who is 26 years of age or under on 1<sup>st</sup> September in any year in which any office, international visit or other such activity or event is held.
- 5.4 Associate Members. Associate Members are persons over 26 years of age, duly elected by the Club members to enjoy the privileges to which such membership entitles them, without power to vote on matters of Club business, except that they may hold office, with voting rights, if, in the opinion of the Club, no other person of membership age is able to take up that office.

**be amended to read:**

- 5.2 Membership of an affiliated Young Farmers Club shall be made up of Members and Associated Members as defined in the NFYFC Constitution.
- 5.3 Members of an affiliated Young Farmers Club shall have power to vote on matters of Club business or to hold office.
- 5.4 Associate Members of an affiliated Young Farmers Club shall not have power to vote on matters of Club business or to hold office, except that they may hold office, with voting rights if, in the opinion of the Club, no other person of membership age is able to take up that office.

For clarity this wording will change the upper age of YFC membership to 28 years of age on 1 September in any year. The definition of a YFC member is now recorded in the NFYFC constitution - as follows:

- An 'affiliated Young Farmers' Club' is an association of not less than six young people who are Members but not Associate Members, formed in accordance with the form of constitution and rules approved by a General Meeting of the Federation. All such Clubs other than School Clubs shall be known as Open Clubs. A School Club is one based on a specific school where the membership is generally drawn from pupils of that School.
- Members of an affiliated Young Farmers Club are persons who have attained their 10<sup>th</sup> birthday and, on 1st September in any year in which any office, international visit or other such activity or event is held are 28 years of age or under.
- Associate Members of an affiliated Young Farmers Club are persons who are more than 28 years of age on 1st September in any year in which any office, international visit or other such activity or event is held and have been duly elected by the members to enjoy the privileges to which such membership entitles them, but without power to vote on matters of Club business or to hold office, except that they may hold office, with voting rights if, in the opinion of the Club, no other person of membership age is able to take up that office.

Changes to the club constitution can be agreed by the club AGM only and **require a two-thirds majority of the members (aged 10 to 28 years) present and voting.** Once (if) approved, the chair of this AGM should sign and date the new club constitution.

Templates:

- AGM template agenda document.
- Club constitution document - with YFC upper age clause amendment. – copy with notes



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- Club constitution document - with YFC upper age clause amendment. – clean copy for editing

## Safe recruitment

Criminal records check where suitable – it is legal requirement for those undertaking regulated activities to be DBS checked – see definition of regulated activities above.

References and checks on gaps in work history – it is a requirement for all charities to check that those in office (or volunteering) as charity trustees or other key positions of influence or those regularly supervising club activities are suitable for the job role. Charity law records that charity trustees are required to take reasonable steps to protect the club (a charity) and those that it works with together with those that have contact with it.

All roles considered as ‘regulated’ contact with children and young people must complete the correct level of criminal record (DBS) check, through the process used by your county federation which may be a registered umbrella body or alternatively the use of an external umbrella body or an online provider.

Once the applicant receives their DBS certificate, they must show it to the person responsible for carrying out the checks. It is helpful if the applicant also registers on the DBS update service for FREE within 30 days and the DBS will become portable and can be easily checked again online.

The person who is responsible for carrying out the checks (sometimes this is county staff) will:

- Email/send the named referees the reference form for completion and return.
- Check the completed references, notify the club of the outcome and file with the application form.
- Check the DBS certificate notify the club and keep the records up to date.
- Renew DBS checks after 3 years if applicant is a charity trustees or remains in regulated contact with YFC members.

Safe recruitment forms and templates accompany this guide.

- Club Officer Job Descriptions
- Responsibilities of charity trustees - summary and Responsibilities of charity trustees – in more detail
- Positions of Trusts for organisations working with children and young people
- Code of Conduct
- Position of Trust application form
- Reference request template letter and reference form
- Safe recruitment record sheet

## Election of officers

Those wishing to stand for nomination should:

- Be proposed and seconded which is recorded in the meeting minutes.



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- Adhere to safe recruitment requests to complete a short application form (template is provided with this guide) which asks them to provide two referees and includes a declaration statement (the proposer or seconder at the AGM meeting can be nominated as one of the referees. The second reference should be obtained from outside the YFC community, from an employee, college or university tutor).

## **Submitting annual report, financial statements and updated constitution to the charity commission.**

By law, a charity must [apply to register it with the commission](#) if it is a charitable incorporated organisation (CIO) or its annual income is more than £5,000. There are many YFC clubs where the annual income is under £5,000 and therefore are not registered with the Charity Commission – the YFCs do remain charities and charity regulations do apply to them. YFCs that are not required to be registered with the Charity Commission can still apply to HM Revenue and Customs to [recognise your organisation as charitable](#) so that you can claim back tax on things like Gift Aid donations.

If your club's income is under £10,000, you must keep your registered details up to date, eg income, expenditure, trustees, contact details.

Your club's income is over £10,000 you must submit an annual return – see Trustees Annual Return (TAR) template from the Charity Commission and the example document.

If your club's income is over £25,000 you must also upload your clubs accounts as a PDF file only and upload your trustees' annual report as a PDF file only

To see a specific list of what is required for your club, visit the Charity Commission website <https://www.gov.uk/find-charity-information> and search for your YFC page. Here you will find the information that the Charity Commission already has about your club.

The Annual update must be sent electronically so it is best to delegate this responsibility to one charity trustee. If you are your club's main contact, you will need to visit the Charity Commission website to complete your annual return every year. Make sure you inform the county office of your club login and password for safe keeping.

Charities have 10 months from the end of their financial year to file their documents. However, as all documents should have been presented to the club AGM it is recommended that these are filed within four weeks of the AGM.

Note: If your trustee's details change during the year, you have a legal responsibility to update the details with the Charity Commission which can easily be done on their website.

Guidance on completing the annual return and uploading PDFs as well as video tutorials are available from the Charity Commission website.



# Your YFC AGM Guide

## Club Record Keeping

The final task following the club AGM is to add copies of all documents referred to at the club AGM to the club records **and send copies to the county federation office**. This is important to maintain the historical records of the club and in case of any future dispute about the club decision making or its rules and constitution.

**Supporting documents & templates can be found and downloaded from the [NFYFC Website Source Handbook section](#). These are:**

### Template documents

- Template - Club AGM agenda (including the constitution change to upper age of YFC membership)
- Template - Updated constitution document and Updated constitution document with notes (2021 change to upper age of YFC membership to 28 yrs) for the 2021 club AGM
  
- Template - Club AGM meeting call/notice
- Template – Annual Report EXAMPLE Trustees Annual Report - charity comm TAR form (using Charity Commission TAR form)
- Template - Annual Report TEMPLATE guide - entire report that can be tabled at AGM (template, that enables the report to be tabled and presented at the club AGM as then filed with the charity commission)
- Template – membership returns - excel spreadsheet to populate membership returns as a graphic.
- Safe recruitment templates
  - Club Officer Job Descriptions in the Your Role in YFC section
  - Responsibilities of charity trustees - summary and Responsibilities of charity trustees – in more detail – in the Your role in YFC section
  - Positions of Trusts for organisations working with children and young people
  - Code of Conduct
  - Position of Trust application form
  - Reference request template letter and reference form
  - Safe recruitment record sheet



# Your YFC AGM Guide

## YFC Club AGM Agenda – template & guide

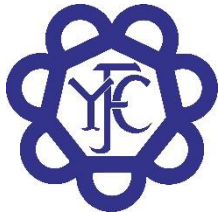
(Note a separate ‘clean’ AGM agenda template in MS Word accompanies this guide to allow easy editing and preparation of the club AGM agenda)

**Guidance:**

This example agenda for a YFC club AGM ensures that all of the business that must be done at the Annual General Meeting, as required by the constitution and by charity regulations.

Note: Charity regulations apply to every YFC – those that are registered with the Charity Commission **and** to those without the requirement to register.

**Note: The NFYFC has produced a ‘clean’ MS Word template of this agenda for YFCs to adapt and use when planning the club AGM. This accompanies this guide as a separate document.**



**[NAME OF CLUB HERE]**

**[Website and social media addresses]**

Registered charity [add number]

OR

[insert the following] A charity without the need to register

### **Annual General Meeting**

[add venue and venue address here]

[add day and date here]

Commencing at [add time here]

For example:

Village Hall, Stoneleigh Park CV8 2LG

Tuesday 8 September 2022

Commencing at 19.00 hrs

## Agenda

The Standing Orders of a YFC AGM state “*the business of the meeting shall be carried out as per the agenda unless the Chair asks and receives the permission of the meeting to vary the order printed on the agenda*”. Therefore all matters to be discussed must appear on the agenda and no other business is taken at the AGM. This means an AGM agenda does not have an agenda point titled “Any Other Business”. It may instead carry an “Announcements” agenda point – that allows for announcements to be made, but not a point of discussion or for agreement/adoption.





# Your YFC AGM Guide

	Guidance notes
1. <b>Welcome &amp; opening remarks</b>	The club AGM is chaired by the club president.
2. <b>To receive apologies for absence</b>	
3. <b>To appoint tellers</b> (to count the votes at the meeting) [add names of those to be appointed as tellers for the meeting here]	<ul style="list-style-type: none"> <li>• The meeting should appoint at least two, preferably three people to count the votes.</li> <li>• Votes at the AGM are done via a show of hands (as recorded in the Standing Orders for a YFC club).</li> <li>• Those who can vote are – YFC club members (of the year just past) aged 10 to 28 years. At the AGM the person chairing the meeting holds and vote and a casting vote should there be a tied vote.</li> <li>• Tellers will count the votes and check these with one another before passing the results to the chair of the meeting, who will announce the results.</li> </ul>
4. <b>To adopt the minutes of the previous AGM held on [add date here]</b>	<ul style="list-style-type: none"> <li>• Adopt the minutes by a vote – a show of hands during the meeting (in person or online).</li> </ul>
5. <b>To receive and adopt the annual report</b>	<ul style="list-style-type: none"> <li>• The report should be presented to the AGM by the charity trustees – most often it is presented by either the outgoing Chair or Secretary.</li> <li>• Adopt the annual report by a vote - show of hands during the meeting (in person or online).</li> </ul>
6. <b>To receive and adopt the audited or independently examined statement of accounts</b>	<ul style="list-style-type: none"> <li>• The year-end statement of accounts is most often presented by the outgoing club treasurer. It can however be presented by a member of the management committee (charity trustee).</li> <li>• On occasion there are questions from the meeting about the statement of accounts, which the charity trustees should answer.</li> <li>• Adopt the statement of accounts by a vote - show of hands during the meeting (in person or online).</li> </ul>
7. <b>Election of person to audit or examine the club accounts</b> [add the name of the person that will audit or examine the next set of financial statements here]	<ul style="list-style-type: none"> <li>• The name of the person/firm should be added to the AGM agenda.</li> <li>• Adopt the statement of accounts by a vote - show of hands during the meeting (in person or online).</li> </ul>
8. <b>To receive and adopt the annual return of membership</b>	<ul style="list-style-type: none"> <li>• It is recommended this information is published with the agenda for the club AGM as this makes it easier to present the report.</li> </ul>



# Your YFC AGM Guide

<p>9. <b>To confirm the annual subscription</b> [add the wording for a motion for the AGM meeting to debate and adopt]</p>	<ul style="list-style-type: none"> <li>• This proposal should be added to the AGM agenda before it is published, so all entitled to attend the club AGM can consider this.</li> <li>• Adopt the subscription proposal by a vote - show of hands during the meeting (in person or online).</li> </ul>
<p><b>If the YFC club constitution has not yet been changed to raise the upper age to 28 years, this is the motion required for the AGM. If this has been done already, or is not required (Junior clubs for example), remove this item.</b></p> <p>10. <b>Motion: That items 5.2, 5.3 &amp; 5.4 of the [add name of club] constitution be amended as follows:</b></p> <p><i>That items 5.2,5.3 &amp; 5.4 which state,</i></p> <p>5.5 Membership shall be available to such persons who are not less than 10 years of age when they join a Club.</p> <p>5.6 Membership remains available to a person who is 26 years of age or under on 1<sup>st</sup> September in any year in which any office, international visit or other such activity or event is held.</p> <p>5.7 <u>Associate Members</u>. Associate Members are persons over 26 years of age, duly elected by the Club members to enjoy the privileges to which such membership entitles them, without power to vote on matters of Club business, except that they may hold office, with voting rights, if, in the opinion of the Club, no other person of membership age is able to take up that office.</p> <p><b><i>be amended to read:</i></b></p> <p>5.5 Membership of an affiliated Young Farmers Club shall be made up of Members and Associated Members as defined in the NFYFC Constitution.</p> <p>5.6 Members of an affiliated Young Farmers Club shall have power to vote on matters of Club business or to hold office.</p> <p>5.7 Associate Members of an affiliated Young Farmers Club shall not have power to vote on matters of Club business or to hold office, except that they may hold office, with voting rights if, in the opinion of the Club, no other person of membership age is able to take up that office.</p>	<ul style="list-style-type: none"> <li>• This proposal should be added to the AGM agenda before it is published, so all entitled to attend the club AGM can consider this.</li> <li>• Adopt the amended constitution by a vote - show of hands during the meeting (in person or online).</li> <li>• Important. For this vote to be approved the motion, <b>at least three quarters of those present and entitled to vote must be in favour</b>. If less than three quarters are in favour, the motion is defeated (see clause 17.1.2 of the constitution).</li> </ul>
<p>11. <b>Election of officers:</b></p>	
<p>11.1. <b>President</b> [add the name of the person nominated here]</p>	<ul style="list-style-type: none"> <li>• If names are not known in advance the President, as Chair of the meeting, should ask for nominations from the body of the meeting. A member making a proposal or seconding a proposal should have carried a membership card for the year just ended.</li> <li>• Vote by show of hands during the meeting (in person or online) or if preferred, the votes can be made via secret ballot (paper-based voting). If paper votes are to be used, ensure voting slips and pens are available and that at least two tellers count the votes and pass the results to the meeting chair, who will declare the result.</li> </ul>
<p>11.2. <b>Vice-president(s)</b> [add the name of the person nominated here]</p>	
<p>11.3. <b>Holding trustee(s)</b> (if the club has them) [add the name of the person nominated here]</p>	
<p>11.4. <b>Advisory committee</b> (one-third of the committee to be elected in three-year rotational blocks. Suggest no more than nine people at any one time) [add the names of the persons nominated here]</p>	



# Your YFC AGM Guide

<b>Group one</b> – retires 2023 AGM (Elected at 2020 AGM)	<b>Group Two</b> – retires 2024 AGM (Elected at 2021 AGM)	<b>Group Three</b> – retires 2025 AGM (Elected at 2022 AGM)	
Name one Name two Name three	Name one Name two Name three	Name one Name two Name three	
<p>11.5. <b>Leaders</b> [add the name of the person nominated here]</p>			
<p>12. <b>Club officers:</b></p>			
<p>12.1. <b>Chair</b> - [add name(s) here]</p>			
<p>12.2. <b>Vice-chair</b> - [add name(s) here]</p>			
<p>12.3. <b>Secretary</b> - [add name(s) here]</p>			
<p>12.4. <b>Treasurer</b> - [add name(s) here]</p>			
<p>12.5. <b>Designated safeguarding officer</b> - [add name here]</p>			
<p>12.6. <b>Programme secretary</b> - - [add name(s) here]</p>			
<p>12.7. <b>Press officer</b> - - [add name(s) here]</p>			
<p>12.8. <b>Club committee representatives</b> (in addition to club officers above)</p>			
<p>12.9. <i>Continue with <b>committee positions</b>, as relevant to your club</i></p>			
<p>13. <b>Appointment and confirmation of the Management Committee (Charity Trustees) as:</b> [Add at <b>least three</b> positions from the following list here]</p> <p>13.1. Club Chair 13.2. Vice Chair 13.3. Secretary 13.4. Treasurer and 13.5. Leader</p>			<ul style="list-style-type: none"> <li>• Nominees must be 18 yrs of age of over. If the club membership is not 18 years of age of over, add the names of at least three Leaders and Advisory Committee members to act as the Management Committee (Charity Trustees)</li> <li>• Vote by show of hands during the meeting (in person or online) or via paper voting</li> </ul>
<p>14. <b>Appointment of the Charity Commission Portal users – delate responsibility to:</b></p> <p><b>Post</b> <b>Level of access</b></p>			<ul style="list-style-type: none"> <li>• These are the people to have access to the Charity Commission records for the club, and</li> </ul>



# Your YFC AGM Guide

County Office Club Leader Club Chair Club Vice Chair Treasurer	Administrator Administrator Trustee access Trustee access Trustee access	<ul style="list-style-type: none"> <li>These people hold the delegated responsibility to ensure records are up to date</li> </ul>
<b>15. Election of representatives to committees of the county federation</b> 15.1. County Executive Committee representative 15.2. County Training and education committee 15.3. County Activities Committee 15.4. County Competitions Committee 15.5. County Finance Committee 15.6. County Events & Fundraising Committee		<ul style="list-style-type: none"> <li>Adapt this list as required for the structure of your county federation.</li> <li>Vote by show of hands during the meeting (in person or online) or via paper voting.</li> </ul>
<b>16. Any motions for decision</b> [add the wording for the motion to the agenda]		<ul style="list-style-type: none"> <li>Vote by show of hands during the meeting (in person or online)</li> </ul>
<b>17. Presentation of awards &amp; trophies</b>		
<b>18. Welcome by new Chair &amp; vote thanks outgoing committee</b>		
<b>19. To confirm the date of the next AGM as [add date here]</b>		
<b>20. Announcements</b>		
<b>21. Close of meeting</b>		

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Comments &amp; status</i>
1.0	01.09.2023	NFYFC	Final document - for publication

