



# Flower Clubs of Mercia and North Wales

nafasmnw.org.uk  
Charity Number 518603



## GUIDELINES FOR ROLE OF CHAIRMAN/MANAGEMENT TEAM OF A CLUB

The Club Management guidelines give information about overall management of a club, whether by a committee of club officers or by a management team. It also gives information about club constitutions, AGMs, data protection, club information and events run by the Area to help clubs.

Whichever approach is used the Club Chairman or Management Team should:

- Ensure the Club functions as a Whole – delivering what members want, and what the club can afford
- Manage club meetings
- Manage Committee/Management Team Meetings
- Manage Club Risks
- Arrange, or be the spokesperson for the club
- Arrange, or be the channel for passing on communication from NAFAS, Area, club members and the general public.

The Chairman/Management Team should be aware of all information that is available on the Club download pages of the Area website [nafasmnw.org.uk](http://nafasmnw.org.uk), as well as the key components of the other club roles.

### **Ensure the Club functions as a Whole**

It is the responsibility of the Club Chairman or Management Team to ensure the club functions well as a whole. As society changes, particularly following the COVID pandemic, it may be appropriate for a club to evolve in order to deliver what members want, at a price the club and members can afford. Maintaining communication with members and visitors to identify their requirements is key to ongoing success. Some clubs may have a demographic which wants mainly demonstrations, but ideally a mixed programme to suit a variety of needs is more likely to make clubs viable in the longer term. Membership and visitor fees need to be set appropriate to the club and its members situation. If a club is struggling to survive it is advisable to discuss the situation with all members, ideally at a club meeting, to ask them what they want and what suggestions they have to help the club keep going. There are documents available in the download section of [nafasmnw.org.uk](http://nafasmnw.org.uk) of useful documents for struggling clubs.

### **Manage Club Meetings**

The Chairman/Management Team should plan and run club meetings. Nominated individuals should perform the following tasks at each meeting. The tasks do not all have to be done by the same person, and they do not have to be done by the same people at each meeting.

- **Welcome** members, visitors and special guests
- Inform attendees of **safety** regulations at the venue
- **Pass on information** regarding your own club, and information from NAFAS, the Area and other clubs or societies. **Do not just refer people to the noticeboard** as many will not or cannot read what is there, so it is appropriate to give out at least summary information.



# Flower Clubs of Mercia and North Wales

nafasmnw.org.uk  
Charity Number 518603



- **Introduce** the demonstrator/speaker/tutor. There are links to useful documents and videos on the download page at nafasmnw.org.uk.
- Give a **Vote of Thanks** at the end of the meeting. There are links to documents and videos on the download page at nafasmnw.org.uk.

Managing club meetings also involves:

- Ensuring at least one person is there early to open up and prepare the venue
- Ensuring at least one person is available to stay late to clear away and lock up if appropriate
- Ensuring at least one person is available to support the demonstrator/teacher/speaker and assist with unloading and loading if appropriate
- Ensuring at least one person is responsible for refreshments if appropriate
- Ensuring at least one person is responsible for the sound system, raffle, sales table, noticeboard and any other specific deliverables
- Ensuring the meeting starts on time and does not overrun

## Manage Committee/Management Team Meetings

Committee or Management Team meetings should take place at appropriate intervals – not necessarily monthly, and not necessarily in person – some or all members could attend the meetings via Zoom or other virtual package. All team members should be encouraged to have their say.

There may or may not be a formal agenda but topics for such meetings should usually include:

- Planning of club meetings, outings and other social activities
- Club finances
- Club risks
- Planning for the AGM
- Review of club effectiveness and any concerns/issues/correspondence
- Involvement of club in Area or NAFAS events

There may or may not be formal minutes from such meetings but ideally a few notes confirming decisions and actions is desirable and should be circulated.

## Manage Club Risks

The Chairman or Management Team should ensure risks are reviewed annually, most likely just after the AGM. Types of risk include

- Health and safety at the regular venue and events held elsewhere – see **Risk Assessment for Venues**
- Finances
- Legal and statutory, particularly Data Protection

For more information see **Risk Management Guidelines**



# Flower Clubs of Mercia and North Wales

nafasmnw.org.uk  
Charity Number 518603



## Act as Delegate for the Club

The Chairman or Management Team should arrange for someone to attend Area Council Meetings on behalf of the club, and bring back relevant information to the rest of the committee/management team. The club delegate should relay to Area Officers, either at Council or other Area meetings or via email, any concerns they may have regarding their club, the Area or NAFAS.

## Channel for passing on Communication

The Chairman or Management Team should ensure that Information gleaned from Council or other Area meetings, or information that is emailed to the club is passed on, either on paper or electronically, to members of the committee/management team, and/or club members as appropriate.

Emails/information that should be forwarded to all club members and visitors include:

- Area Chair's newsletters
- Area and NAFAS event information
- Appropriate NAFAS information

Emails/information that should be forwarded to relevant roles include:

- Financial information should be passed to the Treasurer
- Administration information should be passed to the secretary or whole management team as appropriate
- NAFAS information should be passed on to whoever is appropriate. For example NAFAS mileage rates need to be passed to at least the programme secretary and treasurer; delivery dates for *The Flower Arranger* magazine should be passed to the Flower Arranger Officer.

The Chairman or Management Team should encourage **ALL** club members and visitors to sign up for the Area Newsletter, via the Area's website [nafasmnw.org.uk](http://nafasmnw.org.uk). The signup form is simple to complete, the data is not shared with anyone outside the organisation and individuals can continue to be kept informed of things that are going on in Area, even if they leave the club or if the club closes. Every member of the committee or management team should register for the Area Newsletter. One person, most likely the secretary, could then forward to members and visitors. However beware this may result in one of the recipients 'Unsubscribing' you!