



NFYFC

Terms of Reference for:-

1. **Composition of the Steering Groups of NFYFC Council**
2. **Agricultural and Rural Issues Steering Group of NFYFC Council (AGRI)**
3. **Competitions Steering Group of NFYFC Council (Comps)**
4. **Events & Marketing Steering Group of NFYFC Council (E&M)**
5. **Personal Development Steering Group of NFYFC Council (PD)**
6. **Youth Forum (a Steering Group of NFYFC Council) (YF)**

~~Draft~~

JCE

~~February 2015~~ August 2015

(With Amends from St Grps June 2015)

NFYFC Steering Groups

Composition & Background

1. Under Rule 9(10) and Rule 14 of the National Federation of Young Farmers' Club (NFYFC) Constitution, the NFYFC Council has appointed the following Steering Groups:-
 - 1.1. Agriculture and Rural Issues (AGRI).
 - 1.2. Competitions.
 - 1.3. Events and Marketing (E&M).
 - 1.4. Personal Development (PD).
 - 1.5. Youth Forum.
2. The Steering Groups are established by the NFYFC Council and areas of work are delegated to the Steering Group.
 - 2.1. Each of the Steering Group works to its own Terms of Reference (approved by NFYFC Council), which is reviewed by the Steering Group from time to time and any amendments must be approved by the Council.
3. The Steering Groups work on behalf of the NFYFC Council and must make recommendations to the NFYFC Council for approval.
4. **Composition**
 - 4.1. Composition of **AGRI, Competitions, E&M and PD** is as defined by Council. *"Council may invite Area Committees to nominate members of Council's committees, sub committees (Steering Groups are sub committees of Council)"*.
 - 4.2. **To be a member of the Steering Group**
 - 4.2.1. All nominees must be a member of the NFYFC Council – nominated at a meeting of your own County Federations Executive meeting as the *"Council Rep"*.
 - 4.2.1.1. Council members are automatically a member of the Area Committee or Wales Council.

OR

 - 4.2.2. Be a Chair of Area Committee or Wales Council (these office holders are exofficio members of the NFYFC Council).
 - 4.2.3. At the Area Committee meeting or Wales Council, nominations and elections should take place for the 2x Area or Wales Representatives to each of the following Steering Groups.
 - 4.2.3.1. Agriculture and Rural Issues (AGRI)
 - 4.2.3.2. Competitions (Comps)
 - 4.2.3.3. Events & Marketing (E&M)
 - 4.2.3.4. Personal Development (PD)
 - 4.2.4. **Note:** Different composition criteria apply to the Youth Forum and are described on the Youth Forum Terms of Reference document.
 - 4.2.5. The Youth Forum comprises of the Winners of the Member of the Year (U18) competition and a nomination from each of the YFC Areas and Wales.
- 4.3. **Co-options to the Steering Group**
 - 4.3.1. Each Steering Group of Council is able to co-opt a maximum of **three (3)** additional people to the Steering Group. These may be YFC members or associate YFC members or other experts or experienced people (non members), who would be able to make a beneficial/expert contribution to the workings of that Steering Group.
 - 4.3.2. The co-optees hold a vote in Steering Group meetings (and may claim travel expenses against the Council Members Fares Pool).
 - 4.3.3. Co-optees can serve a maximum of 3x 1 yr terms on the Steering Group.

5. Those eligible to stand for a place on the Steering Groups are the current county elected members of NFYFC Council AND the current Chairs of each of the Area Committees (who are ex officio member of the NFYFC Council).
6. Looking at 2015 and 2016 there is pool of 62 county elected members of NFYFC Council plus 7 Area Committee/Wales Council Chairs (See Annex 1) and these 69 people are eligible to stand for nomination at the Area Committee and Wales Council meetings for the 56 places on the Steering Groups of Council. [4 Steering Groups x 2 members from each of the 7 areas (4x2x7=56)].
 - 6.1. Special arrangements. The East Midlands Area Committee does not have the required 8 member of Council in order for two (2x) Council members from the Area to be nominated to each of the Steering Groups. In this case, under rule 14 of the NFYFC constitution two (2x) other members of the East Midlands Area Committee of the NFYFC can be nominated to NFYFC Steering Groups. [Note: These 2 places are not voting members of the NFYFC Council – see Annex 2].
7. There are three (3x) cooption places available on each of the Steering Groups. These places are for those with special expertise, knowledge or experience that will help and support the Steering achieve its goals in the year. Individuals co-opted to a Steering Group can serve a maximum of 3x 1 yr terms.
8. Ex officio members of each of the Steering Groups are the immediate past chair of the Steering Group, the chair of NFYFC Council and the two vice chairs of NFYFC Council.
9. Steering Groups also regularly invites various YFC members or members of other organisations to attend their meetings to help/support/guide the work or to ensure fast and concise communication.
10. The table below shows the places on each of the SGs and from where nominations can come from.

<i>Area/Wales</i>	<i>AGRI</i>	<i>Competitions</i>	<i>E&M</i>	<i>PD</i>	<i>Votes</i>
1. Eastern Area	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Yes
2. East Midlands Area	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Yes
3. Northern Area	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Yes
4. South East Area	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Yes
5. South West Area	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Yes
6. Wales	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Yes
7. West Midlands Area	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Rep 1 Rep 2	Yes
Cooption	Cooption 1 Cooption 2 Cooption 3	Cooption 1 Cooption 2 Cooption 3	Cooption 1 Cooption 2 Cooption 3	Cooption 1 Cooption 2 Cooption 3	Yes
Ex Officio	1. Immediate past Steering Chair 2. NFYFC Chair of Council 3. NFYFC Vice Chair of Council 1 4. NFYFC Vice Chair of Council 2	1. Immediate past Steering Chair 2. NFYFC Chair of Council 3. NFYFC Vice Chair of Council 1 4. NFYFC Vice Chair of Council 2	1. Immediate past Steering Chair 2. NFYFC Chair of Council 3. NFYFC Vice Chair of Council 1 4. NFYFC Vice Chair of Council 2	1. Immediate past Steering Chair 2. NFYFC Chair of Council 3. NFYFC Vice Chair of Council 1 4. NFYFC Vice Chair of Council 2	Yes
Number of places on the SG	21	21	21	21	
Invited to attend	~ County Staff Rep ~ Wales AGRI Chair	~ County Staff Rep ~ Wales Competitions Chair	~ County Staff Rep ~ Wales Marketing Chair	~ County Staff Rep ~ Wales Development C'ttee Chair ~ YFA	No

11. NFYFC Steering Groups meet three (3x) times each year, usually February (first meeting – at which the office holders are elected as the first agenda item), June and October.
 - 11.1. Travel expenses are claimable by all members of the Steering Group (included co-opted members) and expenses are paid from the *Council Fares Pool* funds.
12. Quorate meetings: Quorum for meetings of Council or its sub committees or subGroups is one third of the committee's membership – rule 9 (6) of NFYFC Constitution). For a Steering Group with 21 voting places this equates **7 members**. **Remember that all decisions of the Steering Groups go to the Council to be approved or noted.**
13. Other members of Council who are not on a Steering Group are able to attend any Steering Group meetings as observers if they so wish, after notifying the Steering Group Chair, but are not able to vote. However each Steering Group must be represented by members as elected by the YFC Areas and Wales - Council members cannot simply choose not to attend the Group to which they have been elected by the YFC Area committee or Wales Council in order to attend another Steering Group.
14. YFC members may also attend Steering Group and Council meetings, as observers – with the permission of the Steering Group Chair/Chair of Council, but are not able to claim travel expenses from the Council Members Fares Pool and must therefore fund their attendance out of their own pocket – but should plan to travel with a member of Council to the meetings to avoid incurring unnecessary expense themselves.
15. Steering Group Chairs hold discretion whether observers are invited to speak to an agenda item or not. This is because the democracy of the NFYFC dictates that Steering Groups are made up of elected representatives and as such these members of the Steering Group should have already consulted with and be influenced by YFC members before the meetings – and thus empowered to make a decision on behalf of the constituent Group each is representing.
16. **Election of Officers and Co-options to the Steering Groups of Council**
 - 16.1. These elections take place at the beginning of the First Meeting of the new Steering Group and First Meeting of the new Council each year. At the January/February Steering Group meeting
 - 16.2. The current Chair or Vice Chairs of NFYFC Council will take the chair for this agenda item on the Steering Group Agenda.
 - 16.3. Those members co-opted to the Steering Group LAST year are not considered members of the Steering Group for the January/February round of meetings. Therefore last year's co-opted members are not eligible to stand for election to hold office for the Steering Group (Chair or Vice Chair) , nor do they hold a vote at the first meeting of the new year.
 - 16.4. Note also that if any of the co-option positions remain vacant by the end of the January/February meeting, the election of co-options will be carried forward to the agenda for the next meeting when new members can be nominated for co-option to the Steering Group.
 - 16.5. ***Nominations & Elections***
 - 16.5.1. **Nominations**
 - 16.5.1.1. All nominees for Chair and Vice Chair or another other offices on a particular Steering Group **MUST** be a member of a Steering Group. This means being a county elected member of Council and nominated to represent their YFC Area/Wales on the particular Steering Group for the 2015 year.
 - 16.5.1.2. All those making the nominations (proposing or seconding the nomination) **MUST** also be a member of a Steering Group. This means being a county elected member of Council and nominated to represent their YFC Area/Wales on the particular Steering Group for the 2015 year.
 - 16.5.1.3. Nominations are formal verbal nominations addressed to the Chair of that meeting and must have a **proposer** and a **seconder**.
 - 16.5.1.3.1. The proposer and seconder should prepare a short verbal biography of the person they are nomination and should address the speech to the meeting.

16.5.4. At the time of the election, should there be no nominees, the person chairing that meeting should move onto the next agenda item. This implies that the person currently holding the position of Chair, remains as the chairman until he or she is replaced by the election of a new Chair.

16.5.5. *Note: Due to timings of County Federation and Area Committee elections to the post of NFYFC Council Member, should a nominee find that they are not elected to NFYFC Council at a County AGM or nominated to Steering Group at an Area meeting which takes place **after** the election to the positions of either Chairman or Vice Chairman of one of NFYFCs Steering Groups for the forthcoming 12 months, it will be considered that this person is not eligible to be a member of the Steering Group, unless he or she if formally co-opted to that Steering Group.*

16.6. Elections

16.6.1. The order of elections as recorded on the Agenda paper **must** be followed. This is a basic principle of democracy:-

- 16.6.1.1. Election of Chair
- 16.6.1.2. Election of Vice Chair
- 16.6.1.3. Election of Co-options

16.6.2. Should the Steering Group find that there are no nominations for a position, say Chair, it should move to the next agenda item, in this case Vice Chair, and then the next agenda item, Co-options. After the election of co-options, the Chair of that meeting may ask the meetings' permission to revisit the vacant positions now that the co-options have been made and there are three more people on the Steering Group.

16.6.3. **It should be noted that the positions of Chair and Vice Chair of a Steering Group may be subject to DBS checks and references. These are positions of responsibility within the governance structure of the NFYFC and may also, from time to time, be positions of responsibility for YFC members under the age of 18.**

16.7. Roles of Steering Group Officers and Co-opted members

16.7.1. Steering Group Chair

- 16.7.1.1. Chairs Steering Group meetings
- 16.7.1.2. Reports to Council on the recommendations of the Steering Group
- 16.7.1.3. Attends NFYFC functions organised by the Steering Group
- 16.7.1.4. Represents the NFYFC on matters delegated to the Steering Group by NFYFC Council
- 16.7.1.5. Deals with queries about the Steering Groups work/policy in conjunction with the lead member of NFYFC staff.

Details of the work of each of the Steering Groups are detailed in the Terms of Reference for each Steering Group.

16.7.2. Steering Group Vice-Chair

- 16.7.2.1. Deputises for the Chair in his/ her absence.

16.7.3. Co-options to the Steering Group

- 16.7.3.1. Be able to make beneficial/expert contributions to the work of the Steering Group.
- 16.7.3.2. Co-options to the Steering Group can be from outside of the NFYFC – i.e. they do not need to be YFC members.

17. For further information, please speak with NFYFCs Chief Officer, James Eckley.

18. The powers, duties and responsibilities hereby delegated to the Steering Groups of NFYFC Council are as detailed on the following Terms of References:-

- 18.1. AGRI Steering Group.
- 18.2. Competitions Steering Group.
- 18.3. Events & Marketing Steering Group.
- 18.4. Personal Development Steering Group.
- 18.5. Youth Forum.

TERMS OF REFERENCE
Agriculture & Rural Issues (AGRI) Steering Group
(a Steering Group of the NFYFC Council)

1. Responsible for:

1.1. Policy Issues

- 1.1.1. Formulating agricultural and rural policy on behalf of NFYFC, for dissemination to other organisations, after approval by Council.
- 1.1.2. That delegated authority is given to the chair of council, chair and vice chair of AGRI to approve future responses to government consultations. These will be reported to the next available council meeting.
- 1.1.3. Dealing with and responding to matters related to agricultural, rural and environmental legislation and policy, both at home and in Europe.
- 1.1.4. Ensuring the representation of the Federation at liaison meetings with major bodies within the United Kingdom, for example: NFU, TFA, CLA, CAAV, NFWI, NCVO, ACRE and other appropriate organisations and meetings.
- 1.1.5. Ensuring that the voice of young people is heard in the context of rural and agricultural policy-making, through contact with UK & EU government, especially with regard to those issues that are key to the lives of young people in rural areas.

1.2. Education

- 1.2.1. Making available to members, information on agricultural, rural and community issues, and developing contacts and opportunities for member participation.
- 1.2.2. Gathering information relating to agricultural and rural education and training and opportunities for employment for dissemination to members.
- 1.2.3. To develop and then provide agricultural training opportunities and visits for YFC members.
- 1.2.4. Improving understanding between town and country by working to interpret rural matters to those who live in towns.

1.3. Europe

- 1.3.1. Subject to funding, Ensuring the Federation's representation in Europe, usually via attendance at CEJA and CEA events and any other relevant organisations.
 - 1.3.1.1. Selection and briefing of delegates to Europe, receiving their reports and disseminating the information on European matters for the Movement.

1.1. Other

- 1.1.1. Liaising with:-
 - 1.1.1.1. Competitions Steering Group to ensure rural and agricultural competitions are relevant to those living and working in the rural areas/economies are relevant and modern.
 - 1.1.1.2. Events and Marketing Steering Group to ensure that presentation of the Group's work is fresh and stimulating to the NFYFCs membership.
 - 1.1.1.3. Personal Development Steering Group to ensure that training and learning material is available throughout the NFYFC.
 - 1.1.1.4. Youth Forum to seek ideas and feedback for the Steering Group to develop the work of the NFYFC that is appealing to YFC members of the future.
- 1.1.2. Developing specific areas of work that Council may, from time to time, refer to the Steering Group as in need of special development.

2. Administration & Programme Delivery

- 2.1. The budget is held by the AGRI Officer, who will work with the NFYFC Finance Office/Chief Officer under the direction of the Board to ensure all projects are cost effective and meet the needs of the funding body/sponsor.
 - 2.2. The development, planning, administration and delivery of the programmes for which the Steering Group is responsible.
 - 2.3. Ensuring that resources and material is made available throughout the NFYFC to support the programmes for which the Steering Group is responsible.
 - 2.4. Working in partnership with the department's staff to achieve the targets and objectives of the programmes for which the Steering Group is responsible for and align these with the objectives of NFYFCs Development Plan.
 - 2.5. Ensuring that all activities for which the Steering Group is responsible comply with Health and Safety legislation and that all NFYFC Stewards are familiar with their role and responsibilities with regard to all Health and Safety and operational issues.
 - 2.6. Preparing discussion papers on relevant topics for presentation to other Steering Groups, the NFYFC Council, Board of management or other constituent Group of the NFYFC.
3. **Lead member of NFYFC Staff:** AGRI Officer.
 4. **Minutes taken and prepared by:** AGRI Officer.

TERMS OF REFERENCE
Competitions Steering Group
(a Steering Group of the NFYFC Council)

1. Responsible for:

- 1.1. Ensuring that the Competitions Programme is objective and offers a variety of personal development and learning opportunities for YFC members - to equip them to become active, engaged and responsible citizens in the rural communities in which they live and work.
- 1.2. Ensuring that the learning and personal development opportunities of each competition are clearly identified.
- 1.3. Seeking funds over and above the allocation from general NFYFC Budget to finance competitions with the aid of the fundraising officer.
- 1.4. Making and maintaining contact with those outside organisations whose particular interest would be in the competitions field of YFC activities, and:-
 - 1.4.1. Bringing the support of these other agencies to NFYFC activities.
- 1.5. Promoting new activities work within the NFYFC and experimenting on such work in order to broaden the base of YFC activities and thinking.
- 1.6. Ensuring that the NFYFC Competitions Programme caters for minority and majority Groups within the Organisation.
- 1.7. Ensuring that the technical content of all competitions activity is accurate and up-to-date (modern).
- 1.8. Exploring other competitive opportunities for YFC members outside the organisation.
- 1.9. Liaising with:-
 - 1.9.1. AGRI Steering Group to ensure rural and agricultural competitions are relevant to those living and working in the rural areas/economies are relevant and modern.
 - 1.9.2. Events and Marketing Steering Group to ensure that presentation of the Group's work is fresh and stimulating to the NFYFCs membership.
 - 1.9.3. Personal Development Steering Group to ensure that training and learning material is available throughout the NFYFC.
 - 1.1.3. Youth Forum to seek ideas and feedback for the Steering Group to develop the work of the NFYFC that is appealing to YFC members of the future.
- 1.10. Dealing with the selection of the English team for international competitions.
- 1.11. Organising any international competition staged in England and Wales under the auspices of NFYFC.
- 1.12. Developing specific areas of work that Council may, from time to time, refer to the Steering Group as in need of special development.

2. Administration & Programme Delivery

- 2.1. The budget is held by the Competitions Officers, who will work with the NFYFC Finance Office/Chief Officer under the direction of the Board to ensure all projects are cost effective and meet the needs of the funding body/sponsor.
- 2.2. The development, planning, administration and delivery of the programmes for which the Steering Group is responsible.
- 2.3. Ensuring that resources and material is made available throughout the NFYFC to support the programmes for which the Steering Group is responsible.

- 2.4. Working in partnership with the department's staff to achieve the targets and objectives of the programmes for which the Steering Group is responsible for and align these with the objectives of NFYFCs Development Plan.
 - 2.5. Ensuring that all activities for which the Steering Group is responsible comply with Health and Safety legislation and that all NFYFC Stewards are familiar with their role and responsibilities with regard to all Health and Safety and operational issues.
 - 2.6. Preparing discussion papers on relevant topics for presentation to other Steering Groups, the NFYFC Council, Board of management or other constituent Group of the NFYFC.
3. **Lead member of NFYFC Staff:** Competitions Officers.
 4. **Minutes taken and prepared by:** Competitions Officers.

TERMS OF REFERENCE

Events & Marketing (E&M) Steering Group

(a Steering Group of the NFYFC Council)

1. Responsible for:

- 1.2. Establishing the profile of the NFYFC (to those outside of the organisation).
- 1.3. To market and promote the NFYFC.
- 1.4. Establishing and maintaining a media profile for the organisation.
- 1.5. Establishing key communication channels within NFYFC:
 - 1.5.1. Membership communications.
 - 1.5.2. Governance and Democracy communications (Council, Steering Groups, Working Parties or similar).
 - 1.5.3. County employed staff.
- 1.6. Market YFC programmes and activities in a modern and effective way using appropriate media to members, potential members, sponsors/funders and wider audience.
- 1.7. Evaluating current membership enabling better recruitment and retention of members.
- 1.8. Planning, hosting and evaluating NFYFC events and activities, ensuring they are attractive to today's membership and achieve the goals of the Federation.
- 1.9. Establishing opportunities to network with other organisations that will lead to furthering the strategic objectives of the NFYFC. i.e. Agricultural/Education/Rural/Youth Service sectors.
- 1.10. Exploring opportunities to add value to membership. For example introducing new events when possible and securing member benefits and affinity deals.
- 4.1. Liaising with:-
 - 4.1.1. AGRI Steering Group to ensure rural and agricultural content is relevant to those living and working in the rural areas/economies are relevant and modern.
 - 4.1.2. Competitions Steering Group to ensure the competitions programme is fresh and stimulating to the NFYFCs membership.
 - 4.1.3. Personal Development Steering Group to ensure that training and learning material is available throughout the NFYFC.
 - 1.10.1. Youth Forum to seek ideas and feedback for the Steering Group to develop the work of the NFYFC that is appealing to YFC members of the future.
- 1.11. Developing specific areas of work that Council may, from time to time, refer to the Steering Group as in need of special development.

2. Administration & Programme Delivery

- 2.1. The budget is held by the Head of Marketing and Chief Officer, who will work with the NFYFC Finance Office under the direction of the Board to ensure all projects are cost effective and meet the needs of the funding body/sponsor.
- 2.2. The development, planning, budgeting, administration and delivery of the programmes for which the Steering Group is responsible.
- 2.3. Ensuring that resources and material is made available throughout the NFYFC to support the programmes for which the Steering Group is responsible.

- 2.4. Working in partnership with the department's staff to achieve the targets and objectives of the programmes for which the Steering Group is responsible for and align these with the objectives of NFYFCs Development Plan.
- 2.5. Ensuring that all activities for which the Steering Group is responsible comply with Health and Safety legislation and that all NFYFC Stewards are familiar with their role and responsibilities with regard to all Health and Safety and operational issues.
- 2.6. Preparing discussion papers on relevant topics for presentation to other Steering Groups, the NFYFC Council, Board of management or other constituent Group of the NFYFC.
- 2.7. **Lead members of NFYFC Staff:** Head of Marketing/Communications Officer/Fundraising Officer/Events Officer.
- 2.8. **Minutes taken and prepared by:** Head of Marketing/Communications Officer/Fundraising Officer/Events Officer.

TERMS OF REFERENCE

Personal Development (PD) Steering Group

(a Steering Group of the NFYFC Council)

1. Responsible for:

- 1.1. Working in partnership with the department's staff to set and agree targets and ensure that these and the objectives of the Steering Group are being met.
- 1.2. Reviewing the youthwork, training and travel budgets to ensure funds are being spent effectively.
- 1.3. Ensuring that the values and ethos of youthwork is reflected in all NFYFC programmes and initiatives.
- 1.4. Under the directive of the Board of Management to develop and evaluate resources that assist with the development and implementation of essential policies relating to youth work e.g. safeguarding, running safer social events and sexual health etc.
- 1.5. Developing, implementing and evaluating the 'NFYFC Training Offer' to make sure it meets the needs of the membership, volunteers, staff and Federation.
- 1.6. Developing supporting material that accompanies training and development work which support YFC Clubs, Counties and Areas. e.g. governance and compliance.
- 1.7. Developing a curriculum of youth work activities and programmes that can be included in the club programme.
- 1.8. Bringing fresh ideas to the table regarding youthwork and training opportunities.
- 1.9. Promoting the benefits of the countryside and community projects as a means to educate members, promote teamwork and strengthen clubs.
- 1.10. Developing, actively promoting and evaluating the YFC travel programme to make sure it is current and fit for purpose.
- 1.11. Assisting with the YFC Travel Selection Day and supporting hosting of exchanges.
- 1.12. Generating and maintaining links with other organisations in the youth/education sectors that help meet our members' needs.
- 1.13. Maintaining links with other YFC's throughout the world as well as the YFA.
- 1.14. Developing programmes that allow the membership to become better citizens of rural Britain.
- 1.15. Liaising with:-
 - 1.15.1. AGRI Steering Group to ensure rural and agricultural competitions are relevant to those living and working in the rural areas/economies are relevant and modern.
 - 1.15.2. Competitions Steering Group to ensure that training and learning material is available throughout the NFYFC to support the competition programme.
 - 1.15.3. Events and Marketing Steering Group to ensure that presentation of the Group's work is fresh and stimulating to the NFYFCs membership.
 - 1.15.4. Youth Forum to seek ideas and feedback for the Steering Group to develop the work of the NFYFC that is appealing to YFC members of the future.
- 1.16. Developing specific areas of work that Council may, from time to time, refer to the Steering Group as in need of special development.

2. **Administration & Programme Delivery**

- 2.1. The budget is held by the Development Officers and the YFC Travel Officer, who will work with the NFYFC Finance Office/Chief Officer under the direction of the Board to ensure all projects are cost effective and meet the needs of the funding body/sponsor.
- 2.2. The development, planning, administration and delivery of the programmes for which the Steering Group is responsible.
- 2.3. Ensuring that resources and material is made available throughout the NFYFC to support the programmes for which the Steering Group is responsible.
- 2.4. Working in partnership with the department's staff to achieve the targets and objectives of the programmes for which the Steering Group is responsible for and align these with the objectives of NFYFCs Development Plan.
- 2.5. Ensuring that all activities for which the Steering Group is responsible comply with Health and Safety legislation and that all NFYFC Stewards are familiar with their role and responsibilities with regard to all Health and Safety and operational issues.
- 2.6. Preparing discussion papers on relevant topics for presentation to other Steering Groups, the NFYFC Council, Board of management or other constituent Group of the NFYFC.

3. **Lead member of NFYFC Staff:** Development Officers.

4. **Minutes taken and prepared by:** Development Officers.

TERMS OF REFERENCE
Youth Forum
(a Steering Group of the NFYFC Council)

1. Responsible for:

- 1.1.1. Ensuring the opinion of NFYFCs members under the age of 20 years is voiced at an NFYFC level by liaising with:-
 - 1.1.1.1. AGRI Steering Group to ensure rural and agricultural competitions are relevant to those living and working in the rural areas/economies are relevant and modern.
 - 1.1.1.2. Competitions Steering Group to ensure that training and learning material is available throughout the NFYFC to support the competition programme.
 - 1.1.1.3. Events and Marketing Steering Group to ensure that presentation of the Group's work is fresh and stimulating to the NFYFCs membership.
 - 1.1.1.4. Personal Development Steering Group to ensure that training and learning material is available throughout the NFYFC.
 - 1.1.1.5. And via reports to the NFYFC Council.
- 1.2. To develop ways to involve the U20 year olds in the decision making process of County Federations and area committees.
- 1.3. To support the formation and development of County Youth Forums.
- 1.4. To support the NFYFCs membership of national youth organisations – currently these organisations are:-
 - 1.4.1. The British Youth Council.
 - 1.4.2. National Council of Voluntary Youth Services (NCVYS).
- 1.5. To work with partner organisations to develop resources to support the learning of younger members within the organisation.
- 1.6. To consult on national policy and creation of NFYFC resources when appropriate.
- 1.7. To be ambassadors of the NFYFC.
- 1.8. Developing specific areas of work that Council may, from time to time, refer to the Steering Group as in need of special development.

2. Administration & Programme Delivery

- 2.1. The budget is held by the Development Officers, who will work with the NFYFC Finance Office/Chief Officer under the direction of the Board to ensure all projects are cost effective and meet the needs of the funding body/sponsor.
- 2.2. The development, planning, administration and delivery of the programmes for which the Steering Group is responsible.
- 2.3. Ensuring that resources and material is made available throughout the NFYFC to support the programmes for which the Steering Group is responsible.
- 2.4. Working in partnership with the department's staff to achieve the targets and objectives of the programmes for which the Steering Group is responsible for and align these with the objectives of NFYFCs Development Plan.
- 2.5. Ensuring that all activities for which the Steering Group is responsible comply with Health and Safety legislation and that all NFYFC Stewards are familiar with their role and responsibilities with regard to all Health and Safety and operational issues.

2.6. Preparing discussion papers on relevant topics for presentation to other Steering Groups, the NFYFC Council, Board of management or other constituent Group of the NFYFC.

3. **Lead member of NFYFC Staff** - Development Officers.

4. **Minutes taken and prepared by** - Development Officers.

5. **Composition of the Youth Forum**

5.1. The Youth Forum comprises of:-

5.1.1. The Winners of the Area round of the Member of the Year (U18) competition – for a 2 year term.

5.1.2. One nomination from each of the YFC Areas and Wales. This Youth Forum member is nominated by each of Areas/Wales.

5.1.3. Three co-option places (cooption can serve a maximum of 3 years or until the YF AGM after their 21st Birthday).

5.1.4. Ex officio members of each of the Steering Groups are the immediate past chair, the chair of NFYFC Council and the two vice chairs of NFYFC Council.

NOTE: The term of office for the Youth Forum is normally 2 years and not beyond 31st December in the year they reach their 20th birthday whichever is sooner.

Area/Wales	MOTYU18 (2 yr term)	Area Reps	Votes
1. Eastern Area	MOTYU18 – Rep 1 MOTYU18 – Rep 2	Area Rep 1	Yes
2. East Midlands Area	MOTYU18 – Rep 1 MOTYU18 – Rep 2	Area Rep 1	Yes
3. Northern Area	MOTYU18 – Rep 1 MOTYU18 – Rep 2	Area Rep 1	Yes
4. South East Area	MOTYU18 – Rep 1 MOTYU18 – Rep 2	Area Rep 1	Yes
5. South West Area	MOTYU18 – Rep 1 MOTYU18 – Rep 2	Area Rep 1	Yes
6. Wales	MOTYU18 – Rep 1 MOTYU18 – Rep 2	Area Rep 1	Yes
7. West Midlands Area	MOTYU18 – Rep 1 MOTYU18 – Rep 2	Area Rep 1	Yes
8. Cooption	Cooption 1 Cooption 2 Cooption 3	None	N/a
9. Ex Officio	Immediate past YF Chair (may be over 20 yrs of age) NFYFC Chair of Council NFYFC Vice Chair of Council 1 NFYFC Vice Chair of Council 2		Yes
	21	7	28

6. Quorate meetings: Quorum for meetings of Council or its sub committees or subGroups is one third of the committee's membership – rule 9 (6) of NFYFC Constitution). For a Steering Group with 28 voting places this equates 9.3, **say 10 members. Remember that all decisions of the Steering Groups go to the Council to be approved or noted.**

County Federation representation (and votes) at NFYFC Council 2015/16

No	County	# YFC members	# Council members		No	County	# YFC members	# Council members
1	Bedfordshire	415	1			Jersey		
2	Berkshire	105	1		36	Kent	421	1
3	Brecknock	508	1		38	Lancashire	821	2
4	Buckinghamshire	208	1		40	Leicestershire & Rutland	445	1
6	Cambridgeshire	166	1		41	Lincolnshire	402	1
5	Carmarthenshire	778	2		43	Meirionnydd	241	1
7	Ceredigion	692	2		44	Montgomery	733	2
8	Clwyd	477	1		45	Norfolk	687	2
11	Cornwall	734	2		47	Northampton T & C	226	1
22	County Durham	244	1		48	Northumberland	529	1
13	Cumbria	1,432	3		49	Nottinghamshire	172	1
16	Derbyshire	454	1		50	Oxfordshire	270	1
17	Devon	1,501	3		51	Pembrokeshire	538	1
21	Dorset	293	1		52	Radnor	523	1
32	East Riding of Yorkshire	423	1		53	Shropshire	941	2
23	Eryri	0			55	Somerset	931	2
24	Essex	445	1		57	Staffordshire	695	2
25	Glamorgan	269	1		59	Suffolk YFC	279	1
26	Gloucestershire	525	1		60	Surrey county	150	1
	Guernsey				62	Sussex	334	1
27	Gwent	369	1		63	Warwickshire	373	1
28	Hampshire	210	1		66	Wiltshire	395	1
29	Herefordshire	662	2		67	Worcestershire	450	1
31	Hertfordshire	177	1		71	Ynys Mon	0	
35	Isle of Man	191	1		68	Yorkshire	1,645	3
Total number of direct entry teams			62		Total number of counties			48
English counties			38		Welsh counties			10
<i>Chair of Area Committees & Wales Council – voting members of NFYFC Council</i>								
Eastern Area			1		East Midlands Area			1
West Midlands Area			1		South West Area			1
South East Area			1		Wales			1
Northern Area					Other Area (Guernsey & Jersey)			
							Total	
County Representation					Area Representation			
1-600		1 Council Member			Per YFC Area & Wales		1 Council Member	
601 – 1,200		2 Council Member						
1,201 – 1,800		3 Council Member						

Who can vote at NFYFC Council? - Effective January 2015

Chair of Council	1 Vote	1
(Chair of Council	1 casting vote to be used in a tie (in addition to above)	1
Vice Chairs of Council (2x)	1 Vote each	2
The immediate past Chair of Council	1 Vote	1
Co-options to Council (see below)		
16		
Current Co-options (with effect from January 2014):-		
<i>Individuals (February Nov 2015) (limited to a max of 3x one yr terms)</i>	[1 Vote each] (as at June 20154 vacancies)	7
1. Caroline Baker	6. Helen Pearce	
2. Faith Cosgrove	7. Russell Carrington	
3. Sioned Davies	8. <i>Vacant</i>	
4. Emma Kelcher	9. <i>Vacant</i>	
5. David Maidment	10. <i>Vacant</i>	
<i>Organisations (elected February 2015)</i>	[1 Vote per organisation}	6
1. British Youth Council (BYC)	4. NFU Mutual	
2. Farm Community Network (FCN)	5. Worshipful Company of Farmers	
3. National Farmers Union (NFU)	6. Young Farmers Ambassadors (YFA)	
Ex Officio – by virtue of office held (elected to that elsewhere)		
President (elected at AGM meeting)	1 Vote	1
Deputy Presidents	1 Vote each	7
(1 Deputy President from each Area & Wales – elected at Area/Wales Committee meetings)		
Trustees (elected at AGM meeting)	No Vote – see standing orders	0
Steering Group Chairs (elected at S Grp meeting)	1 Vote each	
<i>If a Steering Group Chair is a County elected Council Member, then they vote as the elected Council Member; if not a County elected Council Member then they have one vote (Special provision 9(3)(d).</i>		
		0
Chair of each of English Areas & Wales		
(elected at Area/Wales Committee meetings – no provision for deputies) 1 Vote each		
		7
Eastern	Jon Eryes	
East Midlands	Natasha Hoggard	
Northern	Jess Townson	
South East	Kate Mellor	
South West	Kevin Maidment	
Wales	Iwan Williams	
West Midlands	Alex Ross	

County elected members of Council

1 Vote per Council Member. *Counties have 1 Council Member in a ratio of one Council Member per 600 members of the County Federation or part thereof.*

County elected members of Council
For 2015

63 Votes in total - details on page 2 of this paper

62

Total of 95 votes

as of 26 June 2015

[If 3x cooption places filled will be 99 votes]

Quorum for meetings of Council 2015 is (one third of the committee's membership – rule 9 (6) of NFYFC Constitution) equates 31.6, say, **32 members** [33 members if 4x cooption vacancies filled)

From January 2016, there will be 62 County votes on the NFYFC Council (no county federation gained or lost a place on council do to a rise or fall of the county federations membership number).

Of course the names of the co-options to the 2016 Council may/will change, as will the Area/Wales chairs.