National Federation of Young Farmers’ Clubs

Information Pack

Chair and Vice Chairs of NFYFC Council incl Board of Management

Application deadline: 17.00 hrs Monday 6 January 2020
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- Application deadline: 17.00 hrs Monday 6 January 2020
Call for applications for Chair of NFYFC Council (one) & Vice Chairs of NFYFC Council (two)

These positions are ex officio members of the NFYFC Board of Management – the Managing [Charity] Trustees of the National Federation of Young Farmers’ Clubs

1. Chair of NFYFC Council (one position)
1.1. Members of the 2020 NFYFC Council are invited to nominate a member of the 2020 NFYFC Council to be Chair of the Council.
1.2. Nominees should be able to contribute to the leadership and direction of the NFYFC and provide insight and perspective of the needs of YFC members, with an appetite to develop their existing skills and bring creativity to the Council and the Federations Board.
1.3. Governing criteria (eligibility):
   Nominees must be a county elected member of the 2020 NFYFC Council, over the age of 16 yrs (legal requirement) by the date of appointment (16 February 2020).

2. Vice Chairs of NFYFC Council (two positions)
2.1. Members of the 2020 NFYFC Council are invited to nominate and to second the nominations of a member of the 2020 NFYFC Council to be Chair of the Council.
2.2. Nominees should be able to contribute to the leadership and direction of the NFYFC and provide insight and perspective of the needs of YFC members, with an appetite to develop their existing skills and bring creativity to the Council and the Federations Board.
2.3. Governing criteria (eligibility):
   Nominees must be a county elected member of the 2020 NFYFC Council, over the age of 16 yrs (legal requirement) by the date of appointment (16 February 2020).

Nominees should have the personal authority, integrity and the ability to provide sound objective advice. They should be well organised, resilient and have knowledge/experience that will contribute to steering the strategic direction of this organisation working across England and Wales as well as the ability to champion, influence and support the organisation as it develops a new strategy.

Those being nominated for these posts will be taking a unique role for the organisation.

- The primary responsibility is to act as one of the Managing (Charity) Trustees of the NFYFC. The Board of Management (Charity Trustees) must act as the guardians of the financial, legal & intellectual (reputation) integrity of the organisation – in other words, to safeguard the finance, risk & reputation of the organisation – this is a legal responsibility of every Managing Trustee of every charitable organisation.
- Key responsibility of the chair and vice chairs of the NFYFC Council will be representing the Board of Management to the NFYFC Council and the NFYFC membership and vice versa.

The roles therefore require leaders that are confident decision makers with excellent communication and interpersonal skills.

For information and application details Visit http://www.nfyfc.org.uk/Recruitment/recruitment
About NFYFC

The National Federation of Young Farmers’ Clubs (England & Wales) [NFYFC] is one of the largest rural youth organisations in the UK. The organisation provides opportunities for personal development of its members through training programmes, competitions, skills certificates and overseas travel. This is a democratic membership organisation of over 21,000 members in 598 Young Farmers’ Clubs in England & Wales which are grouped in 48 County Federations.

The National Federation of Young Farmers’ Clubs supports the Clubs and County Federations achieve their charity objectives through a range of programmes and training underpinned by youth work principles. Programmes of work are designed to offer opportunities for participation, learning, fun, having a voice (both within the organisation and externally) and personal development to YFC members aged 10 to 26 years and to those supporting them in their roles across England and Wales.

The NFYFC, as the umbrella body, operates nationwide from its office based at Stoneleigh Park, Warwickshire and employs a small team, including a Chief Officer, who oversees the day to day operations and delivery of the organisations programmes of work.

Our governance

The Board comprises elected individuals who together form the Managing Trustees of this Friendly Society (with Special Authority) which operates to charitable objectives and reports to the Financial Conduct Authority (FCA). Registration number 52SA. The NFYFC is taking steps to transition to a Charitable Company.

Composition of the Board of Management:

- Chair of the Board of Management
- Chair of the NFYFC Council
- 2x Vice Chairs of the NFYFC Council
- 3x independent member of the Board
- 4x YFC members of the Board
- If required additional YFC members are recruited to ensure the Board comprises at least 33% Full YFC members (aged 16 to 26 yrs)

11 Trustees and possibility of additional YFC Full Members

Non-voting attendees:

- Chief Officer
- Deputy Chief Officer
- One holding trustee
- Minute taker
- Accountant/auditor (as required)
Time commitment – Board of Management

- The NFYFC Board of Management meets 4 to 6 times per year with digital/teleconference meetings on specific topics from time to time. Physical meetings are usually held at or close to the YFC Centre in Warwickshire.
- The Board is establishing sub committees and Board members will be expected to contribute to one or more of these and to act as a key communicator/champion of the topic at Board meetings.
- Frequent telephone conversations with the other Board members and the NFYFC Chief Officer/staff.
- Appointments of Chair of NFYFC Council and Vice Chair of NFYFC Council are for one year (February to February annually).

Time commitment – Chair & Vice Chair of NFYFC Council

- These are roles that involves extensive travel throughout England and Wales and on occasion further afield, therefore the time commitment can be extensive.
- The Chair of NFYFC Council can nominate whosoever they wish to represent them at YFC or external meetings and events (this may be a Vice Chair of NFYFC Council, another member of the NFYFC Council, a member of the NFYFC staff team (subject to Chief Officers [CO] approval) or any other suitably versed member of the YFC).
- Note, that there are occasions when external an organisation invite the named Chair of NFYFC Council, or another named member of the organisation to attend that organisations meeting/event.

Expenses

Travel and necessary expenses may also be claimed against the expenses policy. Travel expenses are claimable at the HMRC/NFYFC approved rates against the expenses policy.

Honoraria’s are payable for these roles:-
  Chair of NFYFC Council: £3,000 for one year
  Vice Chair of Council: £1,500 for one year

Dates of Board meetings 2020

- Wednesday 15 January 2020
- Saturday 15 February 2020
- TBC?? Mon 23 March 2020 (sign off of AGM Agenda – appointed members of the Board, full board not required – via teleconference)
- Wednesday 3 June 2020
- To be confirmed September 2020 (usually a Saturday & Sunday meeting)

One or two other meetings may be required
Role description and responsibilities – Board of Management & Chair/Vice Chair of NFYFC Council

1. Scope of the post
   1.1. The Chair & Vice Chair of the NFYFC Council:
      1.1.1. Attend and Chair all three NFYFC Council meetings annually (and any extraordinary Council meetings that may be called).
      1.1.2. Chair meetings of the NFYFC Council with confidence and skill.
      1.1.3. Note: It is assumed that as the post holder has achieved the high office of Chair of NFYFC Council, he/she will already hold extensive experience of chairing and managing meetings (of significant size). This includes the skill to tackle meeting hecklers and disruptions, managing votes at YFC meetings, knowing when to draw a debate to a close (due to it being clear of the ‘feelings’ of the floor of the meeting) and managing speakers at large meetings (members of the floor should only been given one opportunity to speak) are examples of this experience.
      1.1.4. Conduct the business of the Council meetings properly and according to the Standing Orders of the NFYFC Council – available from the Chief Officer.
      1.1.5. Always allowing the Council to reach its decisions democratically - from time to time, this will include a vote.
      1.1.6. The Chair of NFYFC Council must know how to conduct a vote, how to take motions from the floor of the meeting, take amendments to a motion and manage the vote processes. Detail attached.
      1.1.7. If required the Chair of NFYFC Council should contribute to the discussions and debate of Council.
      1.1.8. Remember that the position of Chair of NFYFC Council is representing the NFYFC and Council and not a county federation (upon election to office, the Chair of NFYFC Council’s own county federation is invited to put forward another county delegate to represent the county and vote at NFYFC Council meetings).
      1.1.9. Be prepared for Council meetings. It is the Chair of Council’s responsibility to understand the issues that the NFYFC Council will be dealing with. Ensure time is designated prior to a meeting of Council to read all papers, understand all issues and if required meet with other NFYFC officers and or staff.
      1.1.10. The NFYFC Council is responsible for making key decisions that affect the YFC organisation therefore the Council must consider national priorities before local priorities and the Chair of NFYFC Council will need to assert this from time to time.
      1.1.11. Attend the Annual General Meeting.
      1.1.12. The primary responsibility is to act as one of the Managing (Charity) Trustees of the NFYFC. The Board of Management (Charity Trustees) must act as the guardians of the financial,
1. **Legal & Intellectual (Reputation) Integrity of the Organisation** – in other words, to *safeguard the finance, risk & reputation of the organisation* – this is a legal responsibility of every Managing Trustee of every charitable organisation.

1.1.13. This is an important role. The Chair of NFYFC Council is a representative of the elected Council and a representative of the NFYFC members.

1.1.14. As a member of the federation’s Board the Chair of NFYFC Council must act always in the best interests of the organisation (the NFYFC). On occasion this is difficult as the Chair of Council will be party to making difficult and sometimes unpopular decisions.

1.1.15. Consult with YFC members at the various YFC meetings and events attended in England and Wales.

1.2. The NFYFC Board of Management:

1.2.1. Is responsible for the day to day running of the Federation, the financial management, organisational risk management and legal administration of the organisation.

1.2.2. Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.

1.2.3. Helps and directs the Chief Officer and staff to achieve the aims of the organisation and to ensure positive relationships.

1.2.4. Uses evidence based decision making that is robust and well considered.

1.2.5. Must comprise of essential skills and experience necessary to the success of the NFYFC as a charitable organisation.

2. **Obligations of the Board of Management (Body of Managing Trustees) of a Charitable Organisation**

2.1. To advance the purposes and charitable objectives of the NFYFC.

2.2. Responsible for the proper and legal administration of the NFYFC.

2.2.1. Members of the Board of Management must make sure that the NFYFC’s assets and resources are used only for the purposes of the charity. And, must make sure that the NFYFC is run in accordance with its governing document, charity law and all other laws and regulations that affect its activities.

2.2.2. When the NFYFC transitions from the current Friendly Society status to that of a company with charity status, the members of the Board will be the directors of the Charitable Company for the purposes of company law and the trustees of the Company for the purposes of charity law.

2.3. Members of the Board of Management must accept ultimate responsibility for everything the NFYFC does.

2.3.1. The Board of Management is responsible for the vision, mission and management of the charity. They are accountable if things go wrong. The Board can delegate (to the staff or a committee for example) tasks as the governing document allows - ultimate responsibility remains always with the Board of Management.
2.4. Members of the Board of Management have to act reasonably and prudently in all matters relating to the NFYFC.
   2.4.1. The law imposes a duty of care on the trustees of charities - to exercise such care and skill as is reasonable in the circumstances. The duty will be greater if a trustee has (or claims to have) any special knowledge or experience, or if their business or profession means they can reasonably be expected to have special knowledge or experience. In matters where trustees are not expert, they will be expected to take appropriate advice.
   2.4.2. This duty is very significant. The Board of Management must show that its members are acting reasonably, in a way which furthers the legal objectives of the NFYFC. If this is done it is unlikely that they can be criticised under charity law.

2.5. Members of the Board of Management must safeguard and protect the assets of the NFYFC.
   2.5.1. Assets include investments, cash, land, intellectual property, staff and reputation – to assume guardianship of the legal and financial and intellectual integrity of the NFYFC.
   2.5.2. To maintain careful oversight of any risk to reputation and/or financial standing of the NFYFC.

2.6. Members of the Board of Management have a duty to act collectively.
   2.6.1. Decisions and responsibilities are shared, so all members of the Board of Management must take an active role.
   2.6.2. The Board of Management can act by majority, but all members of the Board are collectively responsible for decisions made by it. Once a decision is made all trustees are bound to support it.

2.7. Members of the Board of Management must always act in the best interests of the NFYFC.
   2.7.1. The interests of the NFYFC are paramount. Members of the Board of Management must not allow their personal interests or views to override this - they must exercise independent judgement in the interests of the NFYFC always.

2.8. Members of the Board of Management must avoid any conflict between their personal interests and those of the NFYFC.
   2.8.1. The main implication of this is that the scope for members of the Board of Management to receive personal benefit from the NFYFC is very limited.
   2.8.2. The members of the Board of Management must deal appropriately with any conflicts which arise between their own personal interests and those of the NFYFC.
   2.8.3. Members of the Board of Management must also be alert to possible conflicts between duties they may owe to other organisations and the duties they have to the NFYFC. This can be difficult for YFC members already holding managing trustee roles in other layers of this organisation which has a federated governance structure – be alert to this.

3. Specific responsibilities of the Board of Management (body of Managing Trustees) of the NFYFC

3.1. Leading and guiding the organisation
3.1.1. Lead on strategic planning within the Federation in conjunction with the Chief Officer and senior staff.
3.1.2. Evaluates Federations performance.
3.1.3. Guides the Federation on governance topics.
3.1.4. Ensures all members of the Board, when taking up office, are fully briefed on the terms of their appointment and on their duties, rights and responsibilities.
3.1.5. Maintains a professional disposition presenting as a positive role model in the organisation.

3.2. Financial
3.2.1. Ensures financial control.
3.2.2. Ensures accounts are presented at the Annual General Meeting.
3.2.3. Oversees NFYFC annual budgets ensuring these are prepared and funds used effectively and in accordance with the NFYFC’s charitable objectives.
3.2.4. Maintains understanding of current and future financial pressures and risks and guides the work of the Federation to ensure financial stability.

3.3. Communication
3.3.1. Maintains effective levels of communication with all members of the Board and other key office holders of the organisation.
3.3.2. Ensures decisions of the Board are communicated to the Federations stakeholders.
3.3.3. The Board of Management will provide spokespersons for the organisation as and when necessary.

3.4. Strategic Planning and Compliance
3.4.1. In conjunction with the senior staff team facilities the preparation of the strategic plan. The plan should include achievable goals and also targets to develop the organisation.
3.4.2. Oversees and monitors compliance. Ensuring adherence and compliance around key policies and in all decisions and discussions of the Board and its sub-committees. The Safeguarding of young people and vulnerable adults is of particular importance.
3.4.3. Review and take appropriate actions to manage risk/threats to reputation and/or financial risks/threats to the NFYFC.
3.4.4. Has a good working knowledge of the NFYFC constitution, governance and policy.

3.5. HR
3.5.1. Sets the aims, objectives and manages performance of Chief Officer – the Chair of the Board is the line manager.
3.5.2. Ensure that Chief Officer, staff, elected officers of the NFYFC Council are supported appropriately and properly in their roles.
3.5.3. Create a strong, profitable and fulfilling working relationship between the Board and the Chief Officer/senior staff.
3.5.4. Has working knowledge of employment law.
3.6. Other Duties

3.6.1. From time to time any Board member may be required to carry out other reasonable tasks, consistent with the responsibilities of the role. This may well include being part of, or Chairing, subcommittees and/or working groups established by the Board.

3.6.2. All Board members must agree and to adhere to the Board Code of Conduct based on the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

3.6.3. The Board should evaluate its own effectiveness through review and evaluation of decisions it has made. It should also evaluate the contributions of Board members.

3.6.4. This role is one of responsibility and all members of the Board can be held legally accountable for all organisational actions.

4. Diversity

4.1. All volunteers and staff through personal example, open commitment and clear action, should ensure that diversity is positively valued.

5. Safe Recruitment

5.1. As a youth organisation the NFYFC is committed to the principles of safeguarding and will apply its safe recruitment policy to all appointments to positions of responsibility.

5.2. For the NFYFC Board of Management (Managing Trustee of a charitable organisation) this means

5.2.1. Expression of interest/application form – fully completed

5.2.2. Two satisfactory references

5.2.3. DBS check at enhanced level without barred list.

References will be taken up and a DBS check made on all shortlisted candidates before their name(s) can formally be put forward to the NFYFC Council for appointment by nomination and election.
Person specification

Those expressing an interest in these posts will need personal authority, integrity and the ability to provide sound leadership to the NFYFC Council. They should be well organised and have knowledge/experience that will contribute to steering the strategic direction of this organisation working across England and Wales as well as the ability to champion, influence and support the organisation as it develops a new strategy.

The roles therefore require confident decision makers with excellent communication and interpersonal skills.

Eligibility

1. Chair and Vice Chair of the NFYFC Council.
   1.1. Nominees must be a county elected member of the 2020 NFYFC Council, over the age of 16 yrs (legal requirement) by the date of appointment (16 February 2020).

Qualities

Applications will be welcomed from individuals with:-

- **Essential**
  - Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
  - Commitment to the NFYFC charitable objectives/purpose, aims and values together with some knowledge of the work undertaken by the organisation.
  - A record of proven and significant achievement in their own field.
  - Good independent judgment, political impartiality, and the ability to think creatively in the context of the NFYFC and its internal and external environments.
  - Experience of chairing meetings with a significant number of participants and attendees
  - Experience of managing debates, motions and amendments within meetings. Experience of managing votes within meeting.
  - Strategic and forward looking vision in harmony with NFYFC charitable objectives.
  - Confident and effective decision makers with ability to communicate with a range of audiences.
  - Balancing tack and diplomacy with willingness to challenge and constructively critique.
  - Ability to respect the confidences of colleagues and peers.
  - Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
  - Willingness to devote time to carry out responsibilities – Board meetings, preparation for Board meetings, attend other events/meetings to represent the Board and the NFYFC. Successful candidates will show an enthusiastic approach to their involvement.
  - Experienced in financial management.
➢ Well organised.

Desirable
➢ Involvement with the voluntary sector, away from the NFYFC and YFC community.
➢ Commitment to community and charity work.
➢ Experience of working with senior salaried officers as well as working with and encouraging / mentoring volunteers and supporters.
➢ An understanding and commitment to the values and ethos of the NFYFC.
➢ Experienced (commercial or voluntary/charity sector) at Board level of a nationwide organisation with knowledge and familiarity of the governance topics and responsibilities at hand.
➢ Experience of charity finance (budgets in excess of £1m annually), charity compliance, the youth sector and/or agriculture/rural community work.

As a youth organisation the NFYFC is committed to the principles of safeguarding and its safe recruitment policy applies to all appointments.
Code of Conduct for NFYFC Board of Management (BoM)

This Code sets out the standards of behaviour expected of YFC members, committee members and salaried officers in positions of responsibility with the NFYFC (members of NFYFC committees/steering groups, council, board of management and other working parties or ad hoc task groups). It is intended that this Code be used across the NFYFCs structure – for all members/salaried officers holding a position of responsibility with the NFYFC.

This Code incorporates the *Nolan principles of standards in public life. It aims to ensure that all observe the highest standards of propriety and act in the best interests of the YFC community and the NFYFC at all times.

The Code

1. **Respect**
   1.1. Members and salaried officers must treat each other and all others they come into contact with when working in their role with respect and courtesy at all times.
   1.2. Members and salaried officers must respect each others’ role and support each others’ work through true, open and timely dialogue.

2. **Commitment**
   2.1. Members and salaried officers must devote sufficient time preparing for and attending meetings to ensure they add value to the council/board/steering group/working party or committee’s work.

3. **No personal benefit**
   3.1. Members and salaried officers must not benefit from their position beyond what is allowed by the law and what is in the interests of NFYFC and the YFC community. NFYFC staff time and resources must be used prudently contributing to the aims and objectives of the YFC.
   3.2. Members of the NFYFC council/board/steering group/working party should take decisions solely in terms of NFYFC’s interest. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or any company/organisation for which they are involved. Nor for a discrete constituent group of the YFC community.

4. **Conflicts of interest**
   4.1. Members and salaried officers should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must not contribute to any discussion where there is any such conflict, nor should they cast a vote on any such matter.
   4.2. Members and salaried officers must withdraw from discussions/deliberations if a complaint or other significant issue is raised with the NFYFC or any of the NFYFC committees/steering/working groups if:-
      4.2.1. It concerns a member of a young farmers club they are connected to (for example, ‘your’ own Club or County Federation), OR
      4.2.2. It concerns a YFC member they know personally (for example as a family member or family friend or otherwise acquainted), OR
      4.2.3. Other such similar circumstance
5. **Probity**

5.1. Members and salaried officers must comply with any rules agreed by the NFYFC including those (if any) relating to the acceptance of gifts and hospitality and the avoidance of activities which might compromise NFYFCs neutrality within the YFC community.

6. **Openness and accountability**

6.1. Members and salaried officers must be open, responsive and accountable to each other, members of staff and other stakeholders about their decisions, actions and work, including their use of NFYFC and the YFC communities’ resources.

6.2. Members and salaried officers are accountable for their decisions and as such should be prepared for those decisions to be scrutinised by the YFC community. Members and salaried officers are expected to answer all questions in the spirit of openness and accountability. The Federations Board will support members and salaried officers in the case of any unsubstantiated claims being made.

6.3. Members and salaried officers must disclose anything in their past which could bring the NFYFC or its activities/services into disrepute e.g. removal from any previous governance role or of membership of organisations which may conflict with the aims, principles and values of the NFYFC.

7. **Confidentiality**

7.1. Members and salaried officers must respect the status of confidential issues they read and discuss. They are bound to maintain the confidentiality of this material and any discussions about it.

8. **Integrity**

8.1. Members and salaried officers are required to use their knowledge, expertise and experience to reach the best decisions they can always in the interests of the organisation.

8.2. Decisions should be made based on merit and the information presented.

8.3. Members and salaried officers are jointly and equally responsible for all decisions of the council/board/steering group/working party or committee.

8.4. Members and salaried officers should also promote and support the principles of good governance by leadership and example.

8.5. Members should act in an individual capacity and not as a representative of any group, organisation or discrete constituent group of the YFC community.

9. **Equality and diversity**

9.1. Members and salaried officers behaviour and attitudes must be consistent with the values of the NFYFC organisation and the agreed equality and diversity policy.
**Nolan principles of standards in public life**
The Seven Principles of Public Life, also known as the "Nolan principles". They are:-

- **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – Holders of public office should promote and support these principles by leadership and example.
How to apply

Instructions to applicants:-

- All Expression/Applications of Interests to be submitted on NFYFCs the form which can be found in the Expression of Interest and Application pack
- Application deadline: **17.00 hrs Monday 6 January 2020**

The NFYFC Board of Management Recruitment Working Party will review all Expression of Interest statements and those that meet the required criteria for these posts will be nominated to the NFYFC Council for election.

Should there be more than one candidate, the election will be done via a vote and the results announced at the Council meeting.

NFYFC
Nov 2019