



# HEREFORDSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

YFC Centre, Beech Business Park, Tillington Road, Hereford HR4 9QJ

Registered Charity Number: 520998



14<sup>th</sup> August 2008

Ref: ClubPackLetter2008

Dear Club Secretary

## CLUB AGM PACK 2008

Please find enclosed a pack of useful information to help your club finish the year in style and have a great start to the new YFC year (1<sup>st</sup> September 2008 – 31<sup>st</sup> August 2009).

This pack contains:



### **NFYFC's AGM Helpful Guidelines**

This is a very useful document from NFYFC with help on planning your club AGM including who to invite, what to put on the agenda, who can vote and how to run the meeting itself.

Remember that you need to find the minutes of the 2007 AGM for distribution and to be signed as a true and accurate record in the meeting. The agenda and an invitation notice should be sent to all club members, advisory, vice presidents and presidents and the county office.



### **New Club Officers List 2008-2009**

This ensures that your club receives communication from the County office and has the correct information in the County Directory (published in October) and the Yearbook (published in January).

It is very important that this list is accurately filled in and returned to the County office by the form deadline of 6<sup>th</sup> October 2008.

**£20 CLUB REWARD** up for grabs if your club downloads the form from [www.hfyfc.org.uk](http://www.hfyfc.org.uk), fills it in and emails it back to the County Office by the deadline date.



### **New club membership forms**

We have enclosed 20 copies of the new 2008-2009 membership form including Who Cares leaflet for your club members. Additional paper copies are available from the YFC centre and the form is also available to download from the county website ([www.hfyfc.org.uk](http://www.hfyfc.org.uk)).

NB – Kington Show (13/09/08) is the first HFYFC competition in the new competition year and you will need new 2008/2009 membership cards for the show.

It is important that all information is filled in (especially **email and mobile** contact details as these will be used for direct contact from the county office for important updates).

On the membership form is a space for the club to authorise the membership application. This section must be signed by an authorised club member before a membership card can be issued by the county office.

**Please fill in the Club Membership Card Authorisation form with details of who will be authorised to sign your membership forms and send back to the County Office immediately. If your club does not want to use this section to authorise applications you must notify the county office. No cards will be issued until this has been done.**

Patron: Clive Richards OBE DL  
President: Andrew Marson  
Chairman: Richard Thomas  
Vice Chairman: Sarah Wells

Tel/Fax: 01432 274187  
Website: [www.hfyfc.org.uk](http://www.hfyfc.org.uk)  
Administrator: Lucinda Rees  
Email: [countyadmin@hfyfc.org.uk](mailto:countyadmin@hfyfc.org.uk)



**HFYFC County Vice Presidents Nomination Form**

County Vice-Presidents are nominated by clubs for election each year at the County AGM. Please fill in this form with up to 4 nominations your club wishes to submit for the posts of County Vice Presidents. You might like to discuss the club's nominations in the Any Other Business section at your Club AGM.



**HFYFC Club Roadshow Information – New for 2008!**

Your county is willing to send out its two intrepid roadshow runners to visit you on a club night at your request. You choose the package and they bring the ideas! A useful, informative and fun-filled night will be yours. See included poster for package details and booking information.

Please note that Lucinda is on annual leave from Monday 11<sup>th</sup> August 2008 – Tuesday 26<sup>th</sup> August 2008 but if you have any questions regarding the contents of this information pack please contact Christine Hope ([Christine@hopesoflongtown.co.uk](mailto:Christine@hopesoflongtown.co.uk)).

Regards

Herefordshire Federation of Young Farmers Clubs

Cc: Club Presidents, County President, County Vice Presidents

Enc.

NFYFC Club AGM Guidelines including Sample Club AGM Agenda

HFYFC New Club Officer List 2008-2009

20 x Membership Forms 08/09 including Who Cares Leaflets

HFYFC Club Membership Card Authorisation Form

HFYFC Vice Presidents Nomination Form

HFYFC Club Roadshow Information