

Manage the Club

Workshop - 10th January 2022



Workshop Aims



During this session we aim to provide help and guidance on:

- Managing a club via a committee or management team
- Ensuring the club and committee function as a whole
- Organising introductions and Vote of Thanks at club meetings
- Channelling information from NAFAS and Area to members
- Sources of useful information with links to useful parts of the [BB&O Website](#) and [NAFAS Website](#)

We also want to encourage discussion to facilitate learning from each other

Club Management

- By committee with a Chairman
- Management Team without a Chairman



By Committee



- Managed according to your club constitution
Sample constitution under [Admin - Guidelines, Policies and Processes](#)
 - Management of the club shall be conducted by a Committee
 - Usually consisting of a Chairman, Secretary and Treasurer
 - Plus others as required, usually Programme Secretary
- [Admin](#) section of the website has links to appropriate roles

By Management Team



- Managed according to your Club Constitution
Sample constitution under [Admin - Guidelines, Policies and Processes](#)
- Management of the club shall be conducted by a Management Team
- Usually consisting of at least three members
- One of who will act as Treasurer
- Still need 3 sets of contact details on Area Database – see [Club Record Form](#)

Responsibilities of Club Chairman



- Chair both Club and Committee Meetings
- Be spokesperson for the club
- Liaise with rest of the committee, especially secretary and treasurer
- Channel for passing on communication

See [Admin - Club Management](#) and [Admin - Club Chairmen](#)

Responsibilities of Management Team



- Organise Club and Committee/Team Meetings
- Nominate a spokesperson for the club at club and area meetings. Can be different each time.
- Liaise with the treasurer
- Channel for passing on communication

See [Admin - Club Management](#) and [Admin - Club Chairmen](#)

A page will be created for Management teams

Committee/Team Meetings



- Committee/Management Team should meet at appropriate intervals – could be via Zoom
- To aid effective running of the Club
- This will include organisation of club meetings, workshops, exhibitions, demonstrations, payment of affiliation fees and all other related activities.
- Ensure good communication across the committee/management team

Club Meeting Responsibilities



- Welcome members, visitors and special quests
- Inform attendees of safety regulations
- Pass on information about National, Area and Club news and events – DO NOT just refer people to look at the noticeboard
- Introduce demonstrator or speaker
Useful links at bottom of [Admin - Guidelines, Policies and Processes](#)
- Arrange vote of thanks
Useful links at bottom of [Admin - Guidelines, Policies and Processes](#)

Risk Management

- Health and Safety, especially events away from normal venue
- Financial. Check insurance
- Legal and statutory
- Data Protection – share member and visitor contact details within committee/management team for purposes of running the club, but use BCC on general emails
- Review each year, eg after AGM

Useful links: [Admin - Guidelines, Policies and Processes](#)



Role of Club President

- May be a club president if specified in constitution
- Act as a figurehead
- Advise club officers
- Chair the Club AGM
- Attend Club Committee/Management Team Meetings when invited
- Carry out ceremonial duties when required



Club AGMs

- Annually except in exceptional circumstances. Could be via Zoom
- Normally chaired by President if your club has one
- Look back at past year, then look ahead to next year(s)
- Present financial statement
- Elect new committee/management team members
- Opportunity to review constitution
- Open to all but only paid-up members allowed to vote
- Follow up by completing [Club Record Form](#)



Area Management



- [Admin](#) section of the BB&O website contains a wealth of information to help club and area administrators in their respective roles:
 - [Guidelines, Policies and Processes](#)
 - [Forms](#)
 - [Area Standards and Logos](#)
 - [Glossary](#)
- [Admin/Area Management](#) covers overall organisation of BB&O area:
 - Area Constitution
 - How the Area is managed
 - Data protection
 - Council Meetings

Emails from Area Officers



- Emails go to generic club email address, eg oxford@bbandoflowers.org.uk, which forwards to at least 2 individuals nominated by the club (via [Club Record Form](#))
- Forward to all members (and keep those not on email up to date)
 - Chairman newsletters
 - Event information
 - NAFAS information if appropriate
- Forward to individual roles as appropriate
 - Financial information to Treasurer
 - Administration information to Secretary
 - NAFAS information as appropriate, eg mileage rates, recommended flower allowance

Emails from News Service



- [News Service](#) is replacement for Focal Points – aimed at all members, visitors and anyone interested in BB&O activities
- Encourage all members and visitors to register by sending this link [News Service Registration Form](#)
- Consider helping members/visitors at club meetings to register via phone, ipad etc
- It is FREE
- Forward to members but beware they could Unsubscribe you

Questions and Follow-up

- All [Area Officers](#) here to help
- Plan for succession of their committee/management team by encouraging members to shadow those in existing roles. Make it less daunting by not asking them to do specific roles to begin with
- Different clubs have different demographics. Plan programme and affiliation fees accordingly. Make members aware of costs and issues

