

Do the Admin



Workshop - 31st January 2022

Workshop Aims

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

- Admin responsibilities - who does it
- Meeting agendas and minutes
- Managing lists of members and visitors
- Channelling information up, eg by completing a Club Record Form
- Channelling information down to members, eg from NAFAS and Area
- Links to useful parts of the [BB&O Website](#)

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



Admin Responsibilities



- Can be done by Secretary or anyone from the Management Team
- Different tasks can be done by different people, shared or delegated
- Agenda and minutes for Committee/Management Team Meetings
- Keeping Area up to date:
 - Club Record Form
 - Club Achievements
 - Club Page on Area Website
- Channel for passing on communication
- Circulating club AGM papers

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

Meeting Agendas

- Keep it simple – only meet when necessary
- Could be circulated on paper but easiest to send as simple email
- If agenda emailed as an attachment it should ideally be in PDF format
- Meeting date, time, place (could be Zoom link)
- List of topics to be covered (possibly with timing for each slot)

See [Administrative Meeting Guidelines](#)



Minutes from meetings



- Types of Minutes
 - **Action** minutes: important decisions and actions - **RECOMMENDED**
 - **Discussion** minutes: actions, decisions plus all surrounding discussion
 - **Verbatim** minutes: word for word, usually pasting in of reports. Tedious to read but may be important for contentious issues
- Key Components of minutes
 - When, where (optional) and who attended
 - Key decisions
 - Actions, including those held over from last meeting
 - Outstanding issues
 - Next meeting (optional)
- Circulate to those who attended or could have attended
- Could record meetings to aid minute taking but must tell attendees
- See [Administrative Meeting Guidelines](#)

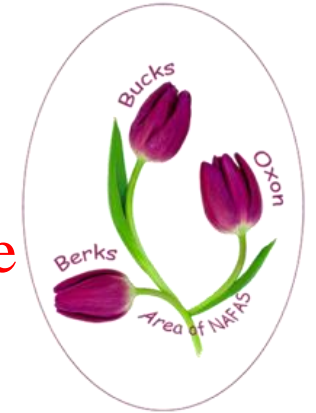
Member/Visitor Details



- Maintain on database, spreadsheet or just paper list – which ever suits
- Share with committee/management team, but only one person should update
- Need email distribution list(s) for forwarding electronic information, plus list of postal addresses for those not on email
- Membership form (electronic or paper) should include:
 - Club name, year and cost of subscription
 - Name, home address, telephone number(s)
 - Email address – if form is on paper ask for this in capitals so easy to read
 - Details of how to make payment
 - Data protection agreement/information

See [Admin/Secretaries](#) for link to sample which can be downloaded and adapted

Club Record Form



- Complete at least annually after club AGM, **and other times as appropriate**
- Data recorded on Area Database and passed to NAFAS
- Contact details for 3 club officers or management team members
- 2-4 email addresses for **Mail Forwarding List**
- Some details on club page on Area website, eg when/where/subs so Club Record Form shared with Area Media Team
- Ask secretary@bbandoflowers.org.uk for copy of what is currently on the area database so only need to put N/C if there is no change

Mail Forwarding Lists

- Each club has generic email address, eg oxford@bbandoflowers.org.uk used on club pages of website and area secretary distribution list – satisfies data protection adherence
- Emails to the generic email address forward to at the 2-4 addresses as nominated in the Mail Forwarding list on [Club Record Form](#)
- Email addresses on the mail forwarding list can be any members of committee or management team
- Aim is to ensure emails get through and are actioned



Data Protection

- Individuals required to fill in a [Data Protection Agreement Form](#):
 - Chairman, secretary & treasurer or 3 main members of management team
 - Those whose email addresses are on the Mail Forwarding list
 - Individuals whose specific contact details are on the club page on website
- Individuals whose email addresses are on the mail forwarding list can be any members of committee or management team



Forwarding Emails from Area



- Emails go to generic club email address, eg oxford@bbandoflowers.org.uk, which forwards to the Mail Forwarding List
- Forward to all members (and keep those not on email up to date)
 - Chairman newsletters
 - Event information
 - NAFAS information eg NAFAS Chairman's letters
- Forward to individual roles as appropriate
 - Financial information to Treasurer
 - Pink List to programme Secretary
 - Administration information to Secretary
 - NAFAS information, eg mileage rates, recommended flower allowance

Emails from News Service



- [News Service](#) is replacement for Focal Points
- It is FREE - 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 – if internet access is available
- Forward news emails to club members but beware they could Unsubscribe you

Keep Area informed



- If members of your club have special awards at big RHS shows fill in forms listed on [Secretaries](#) webpage
- If you have other special news to shout about send an email to news@bbandoflowers.org.uk

More information on website



- Lots of help available on the [Admin](#) section of the BB&O Website
- [Forms](#) has a full list of all administrative forms
- [Guidelines](#) has lots of practical guidelines
- [Secretaries](#) describes administrative tasks in more detail

Questions and Follow-up



- Presentations from all the ‘Run a Successful Club’ workshops will be on area website shortly on the [Club Management](#) page
- All [Area Officers](#) here to help