



CHESHIRE AREA OF NAFAS CAN TEAM ROLES, PURPOSE & DUTIES

CAN TEAM OVERVIEW

Historically Cheshire Area had a hierarchical structure with several committees (Officers, F&GP, JDS&E and Social) responsible for the leadership and management of the Area, including meetings, training and events, amongst other things.

In October 2020 these were merged to form the CAN Team, the aim being that the flatter structure would be more efficient, reduce duplication, increase transparency, improve representation and enable a wider range of members to participate in decision making.

Role:	President of Cheshire Area
Purpose:	Ceremonial position for Cheshire Area of NAFAS
Duties:	<p>Chosen bi-annually by incoming Chairman / Leadership Team, recognising their experience, knowledge and personal contribution to NAFAS and the Cheshire Area</p> <ul style="list-style-type: none"> • To chair the annual AGM • To offer ongoing support and advice to Area Leadership Team and CAN Team Members and Area Clubs • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To uphold NAFAS Values
Summary	A ceremonial position appointed in recognition of their experience, knowledge and personal contribution to NAFAS and the Cheshire Area.

Role:	Chairman of Cheshire Area
Purpose:	To be the lead and point of contact for Cheshire Area of NAFAS
Duties:	<p>Elected bi-annually by Clubs at AGM</p> <ul style="list-style-type: none"> • To represent Cheshire Area at NAFAS National meetings as required, particularly the National Advisory Council • To circulate HQ information, bulletins and newsletters to Area Clubs • To liaise regularly with Clubs in Cheshire Area, via the Club Representatives' Forum • To offer ongoing support and advice to Area Leadership Team and CAN Team Members and Area Clubs • To actively pursue ways of promoting NAFAS / Floral Design within Cheshire to encourage Club membership • To support participation at shows and events to encourage Club members to develop / enhance flower arranging skills • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To determine diary dates annually (in conjunction with the Leadership Team) and schedule Zoom links as appropriate • To liaise with the Secretary regarding in-person meetings and Zoom meetings • To lead CAN Leadership Team Meetings

	<ul style="list-style-type: none"> • To lead CAN Team Meetings • To lead CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Provides direction to the Leadership Team, CAN Team, Clubs and Members. Represents Area at National level

Role:	Secretary of Cheshire Area
Purpose:	To ensure the timely distribution of all relevant information to Clubs and to ensure a record is kept of all matters discussed at meetings / actions / decisions taken
Duties:	<p>Elected annually by Clubs at AGM</p> <p>Duties for Meetings:</p> <ul style="list-style-type: none"> • Prepare agendas and send out to attendees • Prepare Club envelopes for distribution at in-person meetings or distribute information electronically • Update delegate list and badges for in-person meetings • Ensure everyone has signed in – Health and Safety (in-person meetings) • Enlist helpers to issue badges and envelopes (in-person meetings) • Keep minute book up to date and have minutes of previous meeting ready for Chairman to sign <p>General:</p> <ul style="list-style-type: none"> • Keep in touch with clubs via email / telephone and send out information received from HQ to Clubs / publish on the Area website as appropriate • Keep Club Officers lists up to date throughout the year • Send minutes to Area Chairman for checking and distribute to Leadership Team, CAN Team members/Club Chairmen/Contacts, Area Reps and AOHs • Book halls for meetings / advise Zoom links and distribute diary dates • Maintain Anniversary lists for HQ • Fill in Area Officers forms for HQ • Send out Area Leadership nomination forms for Leadership Team members to be elected at AGM and arrange for suitable CVs • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend CAN Leadership Team Meetings • To attend CAN Team Meetings • To attend CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Maintains Area lists, sends and receives Area correspondence to/from Leadership Team, CAN Team, Clubs and Members.

Role:	Treasurer of Cheshire Area
Purpose:	To safeguard the financial assets and maintain the financial records of Cheshire Area
Duties:	<p>Elected annually by Clubs at AGM</p> <ul style="list-style-type: none"> • To maintain all Area accounts • To submit Area accounts to Independent Reviewer • Cash Management:- <ul style="list-style-type: none"> ○ Bank all income ○ Pay all approved invoices and expenses ○ Monitor bank balances and advise on any adverse trends ○ Ensure bank accounts are held with reputable organisations

	<ul style="list-style-type: none"> • To prepare an annual budget and revise accordingly throughout the year • To monitor the cost of running the Area against income received • To advise and collect in affiliation fees and remit relevant amount to HQ • To provide financial advice to Area and Clubs • To report regularly to Area Chairman & Leadership Team, CAN Team and CAN Club Representatives Forum / AGM • To hold Area cheque books as joint signatory with Area Chairman and 2 other approved signatories • To ensure a contingency plan is in place for online banking arrangements • To share financial knowledge with CAN team to ensure that cover is provided • To review the financial aspect of any CAN Proposals prior to sign off and report post event • To serve as Treasurer for any Area Social / Show event • To attend relevant meetings at NAFAS Headquarters • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend CAN Leadership Team Meetings • To attend CAN Team Meetings • To attend CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Sets financial policy and processes, manages and reports on Area finances, safeguards Area assets. Provides financial advice and guidance to Clubs.

Role:	Vice-Chair – VACANT
Purpose:	To support the Chair in the running of Cheshire Area of NAFAS
Duties:	<p>Elected bi-annually by Clubs at AGM</p> <ul style="list-style-type: none"> • To shadow the Cheshire Area Chairman in readiness for taking over the role • To deputise for the Cheshire Area Chairman as and when required • To provide support to the Area Leadership Team and CAN Team members as required • To use personal knowledge, experience and contacts to support CAN at all levels • To take responsibility for the completion of proposals as required • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend CAN Leadership Team Meetings • To attend and report to CAN Team Meetings • To attend and report to CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Shadows and deputises for the Area Chairman. Provides support to the Area Leadership Team, CAN Team, Clubs and Members as required.

Role:	Support Officer for Cheshire Area
Purpose:	To support the Chair and Leadership Team in the running of Cheshire Area of NAFAS
Duties:	<p>Elected annually by Clubs at AGM; can be co-opted by Area Officers</p> <ul style="list-style-type: none"> • To provide support to the Area Leadership Team and CAN Team members as required

	<ul style="list-style-type: none"> • To use personal knowledge, experience and contacts to support CAN at all levels • To take responsibility for the completion of proposals as required • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend CAN Leadership Team Meetings • To attend and report to CAN Team Meetings • To attend and report to CAN Club Representatives' Forums • To uphold NAFAS Values
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Role:	Judges' Representative
Purpose:	To be the point of contact for Cheshire on all matters appertaining to Judges
Duties:	<ul style="list-style-type: none"> • To represent Cheshire Area at all NAFAS scheduled Judges Representatives' meetings • To circulate HQ information, bulletins and newsletters to Area Judges • To liaise regularly with Judges in Cheshire Area • To offer ongoing support and advice to Area Judges • To offer coaching and mentoring to experienced and newly qualified Area Judges • To organise training for potential new Judges • To organise refresher training for current Area Judges • To ensure that information held / published regarding Judges in the Cheshire Directory is up to date, including attendance at refresher days • To deal with informal and written complaints about Cheshire Area Judges • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend and report to CAN Team Meetings • To attend and report to CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Represents all Cheshire Area Judges at scheduled Representatives' and Area meetings. Provides support and guidance to Cheshire Area Judges.

Role:	Demonstrators Representative
Purpose:	To be the point of contact for Cheshire on all matters appertaining to Demonstrators
Duties:	<ul style="list-style-type: none"> • To represent Cheshire Area at all NAFAS scheduled Demonstrators Representatives' meetings • To circulate HQ information, bulletins and newsletters to Area Demonstrators • To liaise regularly with Demonstrators in Cheshire Area • To offer ongoing support and advice to Area Demonstrators • To offer coaching and mentoring to experienced and newly qualified Area Demonstrators • To organise training for potential new Demonstrators (plus pre-disciplines course) • To organise refresher training for current Area Demonstrators • To ensure that information held / published regarding Demonstrators in the Cheshire Directory is up to date, including attendance at refresher days • To deal with informal and written complaints about Cheshire Area Demonstrators

	<ul style="list-style-type: none"> • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend and report to CAN Team Meetings • To attend and report to CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Represents all Cheshire Area Demonstrators at scheduled Representatives' and Area meetings. Provides support and guidance to Cheshire Area demonstrators.

Role:	Speakers Representative
Purpose:	To be the point of contact for Cheshire on all matters appertaining to Speakers
Duties:	<ul style="list-style-type: none"> • To represent Cheshire Area at all NAFAS scheduled Speakers' meetings • To circulate HQ information, bulletins and newsletters to Area Speakers • To liaise regularly with Speakers in Cheshire Area • To offer ongoing support and advice to Area Speakers • To offer coaching and mentoring to experienced and newly qualified Area Speakers • To organise training for potential new Speakers • To organise refresher training for current Area Speakers • To promote the role of Speakers to Cheshire Flower Clubs • To ensure that information held / published regarding Speakers in the Cheshire Directory is up to date, including attendance at refresher days • To deal with informal and written complaints about Cheshire Area Speakers • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend and report to CAN Team Meetings • To attend and report to CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Represents all Cheshire Area Speakers at scheduled Representatives' and Area meetings; provides support and guidance to Cheshire Area Speakers.

Role:	Education Representative
Purpose:	To be the point of contact for Cheshire on all matters appertaining to Education
Duties:	<ul style="list-style-type: none"> • To represent Cheshire Area at all NAFAS scheduled Educators' meetings • To circulate HQ information, bulletins and newsletters to Area Educators • To liaise regularly with Educators in Cheshire Area • To offer ongoing support and advice to Area Educators • To organise training for potential new Educators • To organise refresher training/Education days for current Area Educators • To promote the role of Educators within Cheshire Flower Clubs • To include / integrate NAFAS printed learning materials and resources as part of any course • To identify and promote NAFAS and other resources to develop knowledge, skills and abilities • To maintain a record of various courses offered in Cheshire e.g. Cheshire Area's, Reaseheath College, FE Colleges and Clubs • To ensure that information held / published regarding Educators in the Cheshire Directory is up to date, including attendance at refresher/Education days

	<ul style="list-style-type: none"> • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend and report to CAN Team Meetings • To attend and report to CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Represents all Cheshire Area Teachers and Tutors at scheduled Educators Representatives and Area meetings, Provides support and guidance to Cheshire Area Teachers and Tutors.

Role:	Young People Representative
Purpose:	To be the point of contact for Cheshire on all matters appertaining to young people
Duties:	<ul style="list-style-type: none"> • To promote floral art and design to young people at schools, after school and other clubs (e.g. Brownies, Guides, Scouts, Sunday Clubs, Duke of Edinburgh award) • To be present at Show(s) and provide a hands-on experiences for young people • To encourage young people to partake in competitions • To encourage young people to submit photos of their work for social media • To promote the opportunities for young people within Cheshire flower clubs • To create resources and suggest materials for clubs to use for young people's events • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend and report to CAN Team Meetings • To attend and report to CAN Club Representatives' Forums • To uphold NAFAS Values
Summary	Provides support and guidance to Young People Flower Clubs, to promote and encourage the art of flower arranging to young people.

Role:	Publicity Lead
Purpose:	To lead a small, focused publicity team to establish an ongoing publicity campaign to raise awareness and the profile of Cheshire Area of NAFAS
Duties:	<ul style="list-style-type: none"> • To develop a publicity plan for the Area • To support and co-ordinate a Publicity Team to achieve the following: <ul style="list-style-type: none"> ○ To write press releases ○ To conduct appropriate research to target new audiences ○ To collate information for Website and E-marketing ○ To oversee the maintenance of an online presence, social media content, e.g., Facebook, Instagram and Twitter accounts ○ To write promotional materials, such as brochures and fliers, for events and e-marketing ○ To assist in the organisation of events, e.g., publicity, tweeting, etcetera ○ To investigate and identify potential promotional opportunities for the Area • To introduce change, suggestions and innovation for the benefit of NAFAS at all levels • To attend and report to CAN Team Meetings • To attend and report to CAN Club Representatives' Forums

	<ul style="list-style-type: none"> To uphold NAFAS Values
Summary	Leads, supports and coordinates the Publicity team to develop and manage an annual publicity plan to promote CAN

Role:	RCCS Lead
Purpose:	To lead a team to organise the Area Show, comprising Floral Art & Craft Competition, Demonstrations and Exhibits. To be staged annually at the Royal Cheshire County Show
Duties:	<ul style="list-style-type: none"> To liaise with the RCCS team regarding all matters appertaining to the Flower Tent To support and co-ordinate a Cheshire NAFAS Team to plan and deliver an annual Floral Art and Craft Competition as part of the RCCS To plan and deliver a programme of events taking place within the Flower Tent over the course of the Show To promote NAFAS / Floral Art at the event To liaise with the Publicity Lead To advise the Leadership Team and CAN Team of potential costs and to liaise with Treasurer re budget limits To attend and report to CAN Team Meetings To attend and report to CAN Club Representatives' Forums To uphold NAFAS Values
Summary	Leads the team organising the Area Show at the Royal Cheshire County Show

Role:	RHS Tatton Co-ordinator
Purpose:	To be the lead and point of contact for RHS and to co-ordinate activities accordingly
Duties:	<ul style="list-style-type: none"> To be the point of contact with RHS Tatton To support and co-ordinate the application process to the RHS for any exhibitions undertaken by Cheshire Area at RHS events To work with the chosen Area Team ensuring they are briefed and RHS information is shared on a timely basis To advise the Leadership Team and CAN Team of potential costs (liaise with Treasurer re budget limits) through the budget approval process To attend and report to CAN Team Meetings To attend and report to CAN Club Representatives' Forums To uphold NAFAS Values
Summary	Represents CAN and coordinates Area activity at RHS Tatton with the RHS

Role:	Cluster Lead
Purpose:	To be the lead and point of contact for a given Cluster of Cheshire Clubs
Duties:	<ul style="list-style-type: none"> To call and chair meetings of a Cluster by Zoom or in person To assist Clubs to collaborate and work together, identifying common interests and issues/opportunities that individual clubs may have and sharing potential solutions To promote events, workshops, etcetera, to the mutual benefit of Clubs and raising awareness of NAFAS To encourage the sharing of best practice e.g., Covid precautions and other issues that might arise To facilitate information flow-back to individual Clubs and Area

	<ul style="list-style-type: none">• To allow rapid action for support in special circumstances• To facilitate a network of contacts to support Clubs• To introduce change, suggestions and innovation for the benefit of NAFAS at all levels• To attend and report to CAN Team Meetings• To attend and report to CAN Club Representatives' Forums• To uphold NAFAS Values
Summary	Represents a Cluster at Area meetings. Chairs Cluster meetings.