



“How to” Guide - Senior Member of the Year



1. Part One - The Synopsis Form

The Synopsis Form is your opportunity to document **your** achievements during your Young Farmers' Club membership. Take the time to reflect on the past twelve months and make a note of any events or accomplishments you are particularly proud of. There are seven sections for you to fill with your achievements and ambitions; these are:

- **YFC History** - record the posts you have held from Club to National Level.
- **YFC Involvement** - let us know what activities you have participated in. Include competitions, events, club nights and anything else you feel is relevant.
- **Proudest moment in YFC (so far!)** - what are you most proud of achieving whilst being a YFC member? Use this section to explain what you did and why it made you proud.
- **Ambitions in YFC** - What do you hope to attain as a YFC member? Do you want your club to win the most county competitions? Do you want to raise the most money for your county? Do you want to be national chair of council? Tell us about your aims and how you plan to get there.
- **Ambitions outside YFC** - What do you hope to achieve outside of YFC? This could be your future career goals, school success, home life including ambitions for the family farm. Think big - what do you hope to achieve in the future and how are you going to do it?
- **Hobbies and Interests outside YFC** - Use this section to document any hobbies or interests you think might be relevant to the competition.
- **Additional information** - This space should be used to add in any information you feel is important and relevant to the competition, that does not necessarily come under the previous headings. You are encouraged to use this space.
- Your synopsis form should be used to sell yourself to the judges - this is the first opportunity to promote yourself.

When writing your form, imagine how it will come across to the Judge.

Top tips:

- Try to use concise language, keep it interesting and get to the point - do not ramble on as the reader will lose interest.
- Use short paragraphs or bullet points in each section, this avoids large blocks of text and is easier for the reader to follow.
- Typing your answers onto the form opposed to handwriting the document is preferred. Use an easy-to-read font (pick a clear font such as Arial or Calibri and aim for 11/12 font size).
- Spelling and Grammar Check! Ensure your 'spell checker' is turned on whilst completing your synopsis form and double check it yourself for errors. Have a friend or guardian read through the form to check for spelling or grammatical errors - someone else may spot something you have missed.
- Keep within two sides of A4 (this is the maximum size allowed in the national final).
- Check the deadline for submission. Remember that your synopsis form must be submitted at least 2 weeks before the competition. (Check the Rules for the exact date)
- Think about how you can make your form stand out without using gimmicks.

2. Part Two - Interview

At the competition you will be interviewed on your achievements over the past twelve months by a panel of judges. The judges will have received your synopsis form prior to the competition final so make sure the achievements you mention during the interview complement those you recorded on the form.

- **Interview tips**
 - Prepare for questions -the judges will ask you questions related to the topics on your synopsis form, be ready for this by including it in your practice run. Have your friends think of questions the judges may ask - ensure that you have not told them beforehand, this will help create that real interview feel.
 - Dress smart. How would you dress for a job interview? Or a day at sixth form/college? Apply that dress code here.
 - Engage your audience. Remember you are not reading a script; you are telling your story and the aim is to keep your listeners interested in that story. The judges are going to want to know more about your YFC history and future goals, along with your achievements and goals outside the organisation.
 - Make sure you answer the question that has been asked and try not to waffle, but you also need to ensure you give the judges enough in your answer for them to see you and why you should be Member of the Year.
 - Try to answer questions using the 'STAR Method':
 - **Situation:** Set the scene and give the necessary details of your example.
 - **Task:** Describe what your responsibility was in that situation.
 - **Action:** Explain exactly what steps you took to address it.
 - **Result:** Share what outcomes your actions achieved.
 - Smile and make eye contact with the judges. There is usually at least one (if not more) ex-young farmers on the panel who share your enthusiasm for the organisation and have likely competed themselves.