

## **IMPORTANT INFORMATION**

Flower Club members who wish to become Demonstrators or Speakers should submit their name to the JDS&E Committee for advice and approval to be placed on the **Area C List**. Demonstrators should be experienced flower arrangers holding a qualification such as the Introductory Course for NAFAS Disciplines, the NAFAS Certificate or an equivalent course. Members on the **Area C List** should be prepared to accept bookings on a nominal fee plus cost of flowers and travel expenses' basis. **All Programme Secretaries booking C List Demonstrators should be aware that these Demonstrators have not received any formal training.**

Before applying to the JDS&E Committee for transfer to the **Area B List**, the member must have given at least six demonstrations/talks. Four may be to small groups, e.g. Gardening Groups, Young Wives, etc., but the remaining two should be to Clubs and Societies affiliated to the National Association of Flower Arrangement Societies. When applying for transfer, the member should give full particulars of such demonstrations/talks.

After a member's name appears on the **Area B list**, he/she must take one or other of the next two Area Tests. Failure to do so will normally result in his/her name being removed from the list. Failure to pass the Test will not preclude the member from taking it again.

Having passed the Area Test, the member will be included on the **Area A List** and after 3 years' experience on this, application may be made to the JDS&E Committee to take the NAFAS Pre-National Assessment.

When a Judge, Demonstrator, Speaker or Teacher moves to another Area he/she should apply to the Chairman of the Surrey Area JDS&E Committee for a letter of introduction.

When travelling by car to fulfil judging, demonstrating, speaking or teaching bookings, etc., members are advised to make sure they are adequately insured for personal injury, damage to car and contents, etc., and also that the car is properly taxed. Mileage rates are in line with current HRMC guidelines for more information speak with Diane Melton.

If there is a need to make a complaint against a Judge, Demonstrator, Speaker or Teacher or Club, contact the Chairman of the JDS&E Committee for details of procedure.

## **AREA LIST OF TEACHERS**

The NAFAS National Education Committee aims to promote a high standard of teaching and provides a liaison between NAFAS and the Teachers, Education Authorities and the City and Guilds of London Institute.

The Chairman of the JDS&E Committee should be kept informed of the results of any accredited examinations taken in the teaching of flower arrangement so that this information may be kept up to date.

Members who wish to be considered for the Area Teachers List should apply to the Education Representative of the JDS&E Committee.

**BOOKING A JUDGE, DEMONSTRATOR, SPEAKER OR TEACHER**

When seeking to engage a Judge, Demonstrator, Speaker or Teacher, it is essential to give full details about the date, time and location of the Club meeting and also to make enquiries concerning fees, cost of flowers, and expenses including mileage rates. If acceptable, confirm by sending the NAFAS blue booking forms. These are currently available from Chris Brown, please email in the first instance to [ce.brown@hotmail.co.uk](mailto:ce.brown@hotmail.co.uk).

**DEFINITION OF AN OPEN MEETING**

A meeting which is advertised and tickets are sold to people who are not members of the Club.

Any further information regarding this Area List may be obtained from Diane Melton email : [dianemelton4@gmail.com](mailto:dianemelton4@gmail.com) or phone 01372 801899.

JDS&E Committee  
September 2021