



Managing Meetings and Committee Working

Ag Bainisitiú Cruinnithe agus ag Obair le Coistí

CLUB MAITH TOOLKIT



INTRODUCTION

Clubs must hold regular meetings in order to discuss the affairs of the Club and make decisions regarding all aspects of Club activity. Clubs must, by rule, hold meetings of the Club Executive and Annual General Meeting. Many other meetings will take place in the Club each year including various committee and sub-committee meetings. The manner in which these meetings are organized and conducted will play a major part in the running of the Club. Meetings need to be conducted in an efficient manner and must be effective in achieving results. The Chairperson of the Club and the chairpersons of the various sub-committees in the Club play a key role in managing meetings.

GENERAL AND EXECUTIVE MEETINGS

GENERAL MEETINGS

A Club must hold a General Meeting as its Annual General Meeting (Rule 8.1 of the Club Constitution). The AGM is one of the most important meetings of the year as officers are elected to the Club Executive for the following year. The holding of the Club AGM is discussed in greater detail in the Club AGM section of the Club Manual. All General meetings in the Club, other than the AGM are called Special General Meetings (Rule 8.2 of the Club Constitution). The rules governing the holding of special general meetings are outlined in the Club Constitution in the General Meetings section (page 172 of the Official Guide).

EXECUTIVE MEETING

The Club Executive is required to meet at least once each quarter (Rule 7.9 of the Club Constitution). However, it is recommended that the Club Executive meet at least ten times per year and most Club Executive Committees now meet at least once a month.

WHAT DOES AN EFFECTIVE MEETING LOOK LIKE?

ESTABLISH THE GROUND RULES

The Club Chairperson should set the meeting ground rules at the beginning of his / her term and ensure that they are adhered to.

A few examples are as follows:

- A Club should have Executive meetings at regular times and dates. It is helpful to specify a night and time such as the first Monday of the month at 8pm.
- Meetings start and end on time. Do not allow the start time to be dictated by latecomers.
- Participation from everyone is encouraged.
- Comments are to be non-judgmental.
- People will not interrupt speakers.
- Assigned tasks from the meeting will be done on time

SETTING THE AGENDA (CLÁR)

An agenda is a key part of the planning process for a meeting. It helps to inform all who attend the scope of the topics to be covered. It also helps each member to prepare, so that those present will have the necessary information and documentation for discussion. A good agenda will help towards productive discussion and decision making.

All items on an agenda should be capable of being dealt with in the time allocated for the meeting. A long and winding agenda will usually be unproductive as the last few items usually get rushed. Each item should be explained so that the members know exactly what is meant and each item should

have only one interpretation. Matters on the agenda should be in order of priority, ensuring that all essential business is transacted first.

SAMPLE AGENDA

1. Minutes
2. Matters Arising
3. Correspondence
4. Report from the County Committee meeting
5. Finance
6. Fixtures (team issues) a) Adult 3 b) Underage
7. Sub-Committee Reports a) Finance and Fundraising b) Games & Coaching c) Physical Development Committee
8. Update on Club registrations
9. Any other business

MINUTES OF THE MEETING

It is the responsibility of the Secretary to record the minutes of a meeting. Writing the minutes should be done as soon as possible after the meeting and be written in An Official Club Minute book/file. The Secretary should not try to write everything down but note the main points of the discussion. If in doubt about decisions, the Secretary should ask the Chairperson for clarification. Minutes are not a verbatim account of the business of the meeting.

At each meeting, the minutes of the previous meeting must be read to those present. The minutes are then agreed as being accurate (amendments made if necessary), proposed, seconded and adopted. The adopted minutes must be signed by the Chairperson and Secretary (Rule 7.14 of the Club Constitution).

QUALITIES OF A PRODUCTIVE MEETING

A productive meeting is one where healthy discussion takes place, clear decisions are taken and progress from the previous meeting can be demonstrated. Remember, meetings that are relatively short and to the point are often the most productive.

A poor meeting is one where discussion takes place in an uncontrolled manner, is dominated by a few participants and lasts much longer than necessary. Decisions are few and far between and are unclear to those present.

If meetings are constantly starting late, involve a few people doing all the talking and fail to make any progress, people will end up not attending in the future. Such meetings waste time and effort, de-motivate those present and diminish the importance of meetings, causing people to stay away. This is not a positive situation for the Club and will lead to the view that the Club is poorly managed and that a “closed shop” exists.