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02

Key Roles & Responsibilities

Príomhrólanna agus Príomhchúraimí

It takes a number of committed people to run any GAA Club. Just like the teams on the field they need to work like a team off the field. To do that people need to know their jobs ... what their responsibilities are. Outlined below are the key tasks associated with the main officer roles in a GAA Club.

Chairperson *Cathaoirleach*

A Club Chairperson has been entrusted with responsibility for "leading" the Club. A Chairperson's leadership should encourage participation by all the Club volunteers in Club decision making and acknowledge the roles of others. Ideally the Chairperson should be someone who has time to put genuine effort into the job, has a clear understanding of the importance of the GAA in their local community and has the necessary knowledge of the administration and workings of the GAA at Club, County, Provincial and Central level. It is vitally important that the Chairperson acts with integrity at all times and ensures that he/she has the respect of their fellow officers and Club members. The Chairperson needs to develop an overview of the committee and the Club's objectives over their term of office so that he/she can facilitate good decision-making and identify and address conflict if it arises with the Club.

Skills Required to be a Chairperson

- Enthusiasm
- Organisation
- Timekeeping
- Decision making
- Confident at public speaking and keeping order during meetings and when making presentations within the Club.
- Leadership
- Integrity

The Chairperson has prime responsibility for the following areas in the Club:

- **Planning:** Overseeing the strategic direction of the Club and ensuring the Club has a vision.
- **Delegation:** Ensuring the Management Committee Members, Sub-Committee Members and Club Members are aware of their roles and responsibilities within the Club, in addition to delegating special projects within the Club to sub-committees or workgroups.
- **Prime representative of the Club to the outside world.** Ideally the Club Chair should act as delegate to the County Board and should liaise with external organisations and other local community groups if necessary.
- **Overall Management of the Club:** Working with both the Secretary and the Treasurer to ensure that the day-to-day tasks are carried out within the Club.

The duties of the Chairperson are:

1. Chairing all Club Management Committee meetings, General Club Meetings, Emergency General Meetings and Annual General Meetings. In the event of tied vote at any of the above meetings the Chair shall have the casting vote.

2. Represent the Club at County Committee meetings as and when required.

3. Take responsibility for managing the Club Management Committee and the affairs of the Club.

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4. Oversee and guide all decisions taken by the Management committee and sub committees.

5. In liaison with the Secretary, oversee the work of all officers.

6. In conjunction with the Secretary, prepare and present the annual report.

7. Liaise with the Secretary on the agenda for each meeting and review the minutes before they are circulated.

8. Be completely familiar with the Official Guide, Club Constitution and GAA Committee procedures.

9. Liaise with the Treasurer to ensure that the Management Committee approves all funds and ensure that they are spent properly and in the best interests of the Club.

10. Help the Club Development Officer, Treasurer or other committee members prepare and submit any statutory documents that are required (e.g. grant aid reports, CASC etc).

11. Be aware of current Child Protection legislation within the Club and act as the Club Designated Officer, assisting the Child Protection Officer in their duties.

12. The Chairperson may, subject to approval by the Club Management Committee, appoint Chairs and members of Club sub-committees.

13. Sign the minutes of previous meetings

14. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice -Chairperson briefed on the Agenda

It is good practice for a Chairperson to serve no more than five years in office, (three years would be preferable) to encourage other committee members to serve in the position.

Vice-Chair *Leas Cathaoirleach*

- Stands in for the Chair when necessary
- Plays a prominent role in the Club
- Usually chairs an important Sub-Committee
- Is usually seen as the Chair-in-waiting
- Contributes at County level as appropriate

The post of Vice-Chairperson should be regarded as a training post of a future Cathaoirleach. The Vice-Chairperson should be given specific duties apart from the obvious one of taking the place of an absent Cathaoirleach, such as being nominated Cathaoirleach of a Sub-Committee or taking responsibility for assisting the Chairperson in developing links with other local community groups.

Secretary *Rúnaí*

The main purpose of the Club Secretary is that of principal administrator for the Club. The Secretary carries out or delegates all of the administrative duties that enable the Club and its members to function effectively. The Secretary has a pivotal role within the Club, with a close involvement in the running of the Club.

The Secretary will work closely with the Club Chairperson and Treasurer and if required will make important decisions between Executive Committee Meetings.

The role of the Secretary includes good communication skills and a good knowledge of the Official Guide, County and Club byelaws.

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The Secretary is usually the first person an outsider contacts, and a good Secretary is vital to the successful management of the Club.

The Secretary is usually the first person an outsider contacts, and a good Secretary is vital to the successful management of the Club. As the principal administration officer the Secretary provides a link between the members, the Executive Committee, the Players, team Management, County Board and other Clubs.

The role of Secretary is diverse and varied and they will often be at the forefront of a mix of duties all of which are as important as each other.

Meetings

- Club Executive/Management Meetings should be held once a month, on a specific day i.e. First Monday of each month etc.
- The Secretary calls the meeting, an agenda and minutes of the previous meeting should be sent to the committee members at least three days in advance. The Secretary and all committee members should be proficient in the use of ICT and all correspondence should where possible be done by email.

The qualities to be good a Secretary are;

- Be methodical and reliable
- Good communication skills
- Be impartial
- Good planning
- Good organisation skills
- Good decision maker
- Be able to maintain confidentiality
- A reasonable knowledge of the irish language.

The duties of the Secretary are:

- Receiving and dealing with all correspondence.
- Attending meetings to represent the Club, i.e. County Fixture meetings, local sports council meetings.
- Organising and attending Executive Meetings.
- Organising and attending all Annual General Meetings/Emergency General Meeting.
- Taking and distributing minutes and maintaining accurate records.
- Ensuring meeting action points are carried out.

Things to Remember

- You need to be motivated to do a good job.
- You need to be well organised and conscientious.
- All correspondence must be dealt with quickly.
- Follow meeting guidelines to ensure they are productive.
- Remind yourself that the important thing about keeping records is keeping the right records and being able to find them quickly and easily. Have hard paper copies, store on a computer and have back up facilities available.

It is good practice for a Secretary to serve no more than five years in office, (three years would be preferable) to encourage other committee members to serve in the position.

In Brief, The Secretary.....

- Is the administrative hub of the Club.
- Acts as the point of Club contact.
- Sends and receives correspondence on behalf of the Club.
- Takes and keeps minutes of Executive Committee meetings and AGMs.
- Keeps Club files and records.
- Works closely with the Chair.
- Knows how to say "No" to extra work (too often Club Secretaries are expected to do everything!).
- Contributes at County level as appropriate.

Treasurer *Cisteoir*

The Treasurer has responsibility for all Club finance which includes Cash; Assets; Games Equipment; Fittings/Fixtures etc. In corporate language, the Treasurer is the Chief Financial Controller of the Club.

An Cisteoir is responsible for:

- The safe-keeping of the funds of the Club in conjunction with the Chairman and Secretary.
- Ensuring that the personal property of the Club is protected.
- Organisation and management of the Club finances.

Main Duties

- Receive all money on behalf of the Club.
- Act as a signatory on all Club bank accounts.
- Keep an accurate set of accounts.
- Present the annual audited accounts to the AGM.
- Ensure that all receipts are kept.
- Ensure all fees are paid.
- Ensure that the Club does not fall into debt.
- With the Chairperson and Secretary make important Club decisions between Club Executive Meetings.
- Present a budget to the Executive Committee at the first Executive Committee meeting of the Year.

The treasurer must not commit the Club to any expenditure for which prior approval has not been given by the Club Management Committee.

Qualities of Treasurer:

- A Planner who is ideally chairperson of Finance Committee.
- An Organiser to assist in organising fund-raising.
- A Controller responsible for the day-to-day cash receipts and disbursements.
- A Recorder who accurately records all financial transactions.
- A Reporter who provides the Club Management committee with all financial information.

The Treasurer of the Club does not have to be an accountant, but must have the ability to keep accurate records.

Club Accounts - Cheque Book and Bank Statements

- The Club must open a bank account (Rule 11.1).
- All cheques drawn must be signed by the treasurer and co-signed by the Secretary or Chairperson (Rule 11.1) Cheques should not be pre-signed.
- To ensure accountability, all financial transactions in the Club should only take place by cheque.

The Executive Committee shall cause proper Books of Account to be kept in respect of:

- All sums of money received and expended by the Club, and the matters in respect of which such receipts and expenditures take place.
- All Sales and Purchases of goods by the Club.
- The Assets and Liabilities of the Club.

An Cisteoir should keep the following record books:

- Income Record book
- Payments Book
- Invoice Book
- Receipt Book
- Notebook in which to enter monies received at matches, meetings and functions etc.

The Treasurer of the Club does not have to be an accountant, but must have the ability to keep accurate records.

- Make payments by cheque and retain cheque stubs.
- Pay for nothing using cash!
- Retain all bank statements and ensure that cheque numbers correspond to those on the bank statement.
- All Bank statements to be forwarded to an officer other than cheque signatories.
- Use a lodgement book for all lodgements into the account.
- Enter transactions in Income and Expenditure Books.
- Give receipts for cash received and get receipts for cash paid out.
- Keep receipts on file.

Club Executive Meetings

The financial report to all Executive meetings should include the following details:

- Income
- Expenditure
- Bank Balance(s) – with statements reconciled.
- List of accruals (e.g. when we account for something when it's earned or spent, rather than when we actually get or handover the cash or asset) and prepayments (where appropriate).
- Details of investments and bank loans (where appropriate).
- Financial Commitments.

Treasurer's Duties at the AGM:

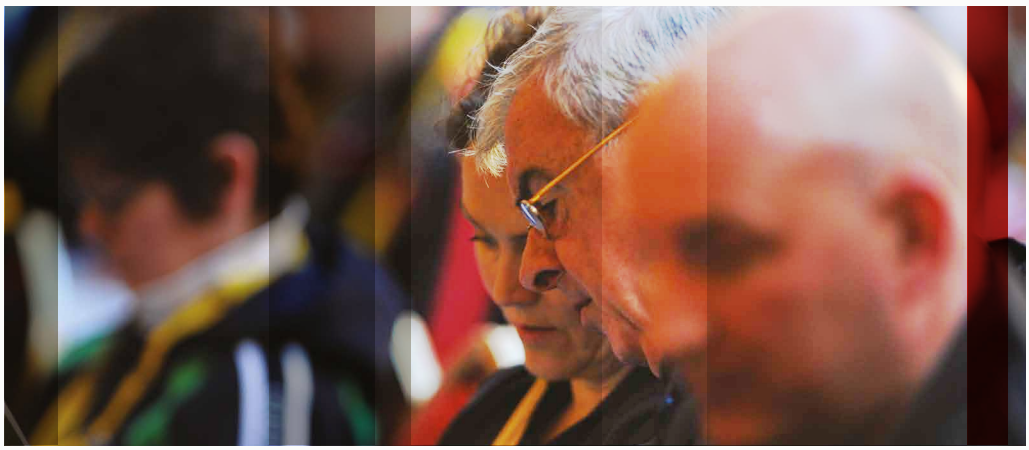
- The main duty of the Treasurer at the AGM is to prepare an Annual Financial Statement and Balance Sheet (Rule 11.8).
- Report placed before the AGM for consideration.
- Copy of financial statement should be forwarded to Clubs members prior to AGM (Rule 8.5.3).
- It is recommended that Annual Accounts should be audited independently.
- Financial statement to be approved by the Executive Committee prior to AGM, and signed by two of three officers – Chairman, Secretary and Treasurer (Rule 11.7).

The financial report presented to the AGM must include the following:

- Income
- Expenditure
- Bank Balances with statements reconciled.
- List of accruals and payments.
- Debts
- Details of investments and bank loans.

In brief...the Treasurer

- Oversees the Club's accounts.
- Maintains the Club's financial books, ie records all items of income and expenditure: this includes keeping all invoices; bills; and receipts and noting what all payments, cheque or cash, are for.
- Gets cash paid into the Club's account as soon as possible.
- Keeps the Executive Committee up to date on all financial matters.
- Prepares and presents a financial report for the Club AGM.
- Contributes at County level as appropriate.



The need for good PR in GAA Clubs has never been greater given the increased competition for players which Clubs face.

Registrar

- Oversees Club membership.
- Ensures all youth and adult members are registered using the online GAA Player and Member registration system, which is the only acceptable method of registering players and members with the GAA. All GAA codes are now using this system.
- Ensures all membership fees are paid.
- Keeps an up-to-date register of Club members.
- Contributes at County level as appropriate.

Players' Representative

- Brings player issues to the Executive Committee.
- Feeds back on overall Club issues to players.
- Encourages players to become involved in other non-playing aspects of the Club.

Public Relations Officer

The PRO will find the Advice Note on PR and Communications useful in supporting them in their role. The job of PRO is one of the most important positions in the Club. The main function of the PRO is to present a good image of the Club and Cumann Lúthchleas Gael in the local community and beyond. The need for good PR in GAA Clubs has never been greater given the increased competition for players which Clubs face. The PRO is the official spokesperson for the Club, all dealings with the media should be coordinated through him/her.

Responsibilities of the PRO:

- The updating and administration of the Club Web-site.
- Ensure that the weekly notes are published in the Newspaper.
- Ensure that the weekly notes/Club newsletter is published in the parish bulletin.
- Submit the match results on a weekly basis.
- Publish the activities of the Club on a weekly basis.
- Prepare an annual report and present it to the AGM.
- Ensure that the teams are updated using the text messaging system.
- Ensure that Club has a high status in the community.
- Keep records of Club games, team photos etc. This is historically invaluable information!
- Provide match results to County PRO and other relevant people.
- Work as part of a team along with the other Club Officers, team mentor and the various sub-committees in the Club.

The PRO must be well informed of all Club activities and keep a constant link with officers and team mentors. It is vital that the PRO builds up links with local newspaper and radio personnel and if a controversial issue arises it should only be dealt with in consultation with other officers (particularly An Cathaoirleach). The PRO must consult widely with relevant people in the Club regarding the public perception of the Club. Also it's vitally important that the PRO brings a camera to games and events but is fully aware of the Child Protection requirements in terms of taking photographs.

A PRO should not:

- Push his own agenda - Club policy and decision making supersedes personal opinion!
- Criticise the Club in public or private.

A well informed PRO needs:

- Good communication with fellow officers and team mentors.
- Good links with Division and County Board PRO.

For good times, head North

It is vital that all clubs have a Childrens' Officer and Designated Person who command the trust and respect of the entire club membership to assume the role of the Childrens' Officer and Designated Person.

In brief the PRO

- Looks after all public relations and publicity issues.
- Ensures weekly Club notes appear in the local press.
- Oversees the Club website.
- Draws together Club news-sheets.
- Issues press releases.
- Deals with the media regarding Club affairs, eg major games; Club events; openings; successes; etc.
- Takes the lead re publications such as programmes and yearbooks.
- Contributes at County level as appropriate.

Development Officer

Oifigeach Forbartha an Chlub

- Oversees Club development issues.
- Leads on producing and monitoring the Club's development plan.
- Leads on major projects, e.g. new pitch; stand; etc.
- Keeps up-to-date on others' plans (eg local authorities & Sports Councils).
- Keeps up-to-date regarding funding programmes, GAA and other.
- Contributes at County level as appropriate.

Cultural Officer *Oifigeach Cultúir*

- Leads on all aspects of gaelic culture within the Club.
- Oversees the Club's involvement in Scór and Scór na nÓg.
- Rolls out the use/visibility of Irish within the Club and its premises.
- Ensures a gaelic dimension to all Club events.
- Contributes at County level as appropriate.

Children's Officer *(Child Protection Officer)* *Oifigeach Óige*

The appointment of Club Childrens' Officer is a mandatory requirement in line with association rule, as recommended by the outgoing committee. It is vital that all clubs have a Childrens' Officer and Designated Person who command the trust and respect of the entire club membership to assume the role of the Childrens' Officer and Designated Person, as stipulated in the GAA Code of Best Practice in Youth Sport and the GAA Code of Behaviour for all Persons Working with Young People. Both Officers should sit as a member of the club management committee and be vetted through the Garda or Access NI.

Required Skills

- Approachable with friendly manner.
- Good listener
- Open Minded
- Well organised
- Motivated
- Prepared to pass on concerns to Provincial Council/Central Council and professional agencies if necessary.

Main Duties

- Ensure that the child protection procedures are understood and adhered to by all members.
- Establish and maintain the complaints procedures.
- Attend the GAA workshop 'Safeguarding Children and Young People in Sport' renewable every three years.
- Develop good practice procedures in the recruitment and selection of persons working with young people in the club.
- Oversee the implementation of the Vetting through Garda Vetting/AccessNI as appropriate.

- Be familiar with current child protection legislation and The Children Act 1989.
- Understand the GAA Code of Ethics, child protection procedures, rules and regulations.
- In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
- Conduct an annual audit of best practice in child protection and welfare within the club and report accordingly.
- Influence policy and practice in the club in order to prioritise young people's needs.
- Encourage the involvement of parents/ guardians in organising club activities.
- Attend meetings of Club Youth Committee as appropriate.
- Attend meetings of the County Youth Board as appropriate.
- Have a key role in implementing a parents forum in the club.

It is necessary that the Club would also have a deputy Child Protection Officer. If the Child Protection Officer is male it would be good practice to have a female deputy Child Protection Officer. This could be the Club Chairperson, Secretary or another Club Management Committee member.

In brief the Children's Officer:

- Ensures the Club has in place all appropriate Child Protection policies and procedures.
- Contributes at County level as appropriate.

Health and Well-being Officer

Oifigeach Sláinte agus Folláine

Main Duties

Along with Ulster GAA, your County Health & Well-being Committee is a point of contact for any queries a club may have in relation to these issues. Clubs are required to appoint a Club Health & Well-being Officer who is responsible for:

- Ensuring the club is appropriately represented at training or other events organised through the County Health & Wellbeing Sub-Committee.
- Using the resources available, ensure that appropriate policies such as the Club Drug & Alcohol policy template and the Club Mental Health Charter, are implemented.
- Promoting health activities and partnerships developed at national, provincial, and county level that may benefit club members.
- Where appropriate or necessary, work with local service providers/agencies/ charities who are seeking to make their services available to club members.
- Work with the club Executive to promote health messages at club games and events.
- Encourage the club to include the wider community (parents, past players, older men etc) in any health promoting plans or activities.

Club - School Liaison Officer

Increasingly, the role of Club - School Liaison Officer is becoming one of the key roles in helping to develop Gaelic Games in the Club. All clubs should ensure that there is a Club-school link in operation in order to promote the games in the local schools.

The Club-School Liaison should:

- Link with the school principals, teachers and governors to ensure that Gaelic Games are being promoted in the local schools and assist where appropriate in Cumann na mBunscol competitions.
- Ensure that the Club has a dedicated, regularly updated, notice board in each school promoting Club activities and encouraging children to get involved in Gaelic Games.

(Please refer to Advice Note 17 on Developing and Sustaining Club-School Links)

Coaching Officer and Coaching Administrator/ Youth Officer

(Please refer to Advice Note 13: Club Coaching Structures)