

Role of the Chairperson

Overview:

The Chairperson is responsible to and acts on behalf of the club committee. The Chairperson presides over meetings and helps the committee prioritise goals and keeps the committee on track by working within the club's framework. The Chairperson enables decision making and oversees the implementation of those decisions alongside the committee.

Responsibilities:

- Chair committee meetings and the club's AGM.
- Assist the Secretary to produce the agendas for meetings.
- Assist the committee in making decisions for the benefit of the whole club including disciplinary matters and strategic planning.
- Provide a report on activities to the membership at the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members and in line with club policies.
- Initiate the review of the Constitution, By-Laws, policies and rules when appropriate.
- Be a facilitator for club activities.
- Liaise with relevant stakeholders including local authorities, affiliated leagues and the FAI.
- Act on behalf of the committee.

A Good Chairperson Will Be:

- A strong leader.
- Well organized and have good communication skills.
- Able to maintain confidentiality.
- Able to delegate and action tasks.
- Be able to be impartial.
- A good planner.
- Alert to constitutional and legal requirements.
- Enthusiastic about the sport.
- Interested in people.
- Able to lead and supervise others.
- A strategic thinker – able to plan.
- Aware of the key agencies that can support the club and the club can work with.

Role of the Secretary

Overview:

The Secretary acts as the primary administrator for the club. The Secretary carries out or oversees administrative duties on behalf of the committee. The Secretary has an essential role within the club, with a close involvement in the general running of the club. The secretary and his/her assistant provide the main point of contact for people within and outside the club. The secretary will have a close working relationship with the chairperson.

Responsibilities:

- Attending league meetings.
- Affiliating the club to the Football Association of Ireland.
- Affiliating the club to the league(s).
- Registering players to the league(s).
- Dealing with correspondence.
- Organizing the club AGM and other club meetings.
- Taking minutes of meetings and sending correspondence to members.
- Representing the club at external meetings at the direction of the main committee.
- Taking minutes and disseminating information for the committee.

A good Secretary will:

- Be very well organized.
- Have good administration skills.
- Have excellent communications skills.
- Be able to maintain confidentiality.
- Be able to delegate actions and tasks and provide support.
- Be impartial.
- Be a good planner.
- Be alert to constitutional and legal requirements.
- Be a strategic thinker – able to plan.
- Be aware of the key agencies that can support the club and the club can work with.

Role of the Treasurer

Overview:

The club Treasurer is responsible to the club committee. The Treasurer maintains a record of all financial transactions undertaken by the club and alongside the committee ensures the club's financial well-being.

Responsibilities:

- Collecting fees and all monies due to the club.
- Paying the bills and recording information.
- Keeping up to date records of all financial transactions.
- Ensuring that all cash and cheques are promptly deposited.
- Ensuring that funds are spent properly.
- Ensuring receipts are issued for all money received.
- Reporting regularly to the committee on the financial position of the club.
- Preparing a year-end statement of accounts.
- Arranging for the statement of accounts to be audited
- Presenting an end of year financial report to the AGM.
- Financial planning including producing an annual budget and monitoring it throughout the year in line with the club committee.
- Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE returns, grant reports). Even if these duties are delegated to another officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is completed correctly.

A good Treasurer will be:

- Well organized.
- Able to keep records
- Careful when handling money and cheques.
- Honest.
- Able to answer questions in meetings.
- Confident handling figures.
- A good decision maker.
- Able to delegate actions and tasks.
- Aware of the key agencies that can support the club and the club can work with.

Role of Child Welfare Officer

Overview:

The Child Welfare Liaison Officer's role is to promote and implement the club's policies and procedures for the protection of children and vulnerable adults in line with the FAI's child welfare policy and legislation.

Responsibilities:

- The distribution/display of leaflets/codes of conduct to members, parents and children.

- Advise on the development of activities for children and vulnerable adults within the club.
- Ensure that all relevant personnel involved are Garda Vetted.
- Receive, record and pass on to the FAI Child Protection Officer and An Garda Siochana, any concerns relating to the welfare of children and vulnerable adults.
- Attend committee meetings.
- Attain both Safeguarding 1 and Safeguarding 2 child welfare training.
- Deal with complaints and concerns in line with rules and to the point the position allows.

A good Child Welfare Officer will be:

- Approachable and friendly.
- Good listener/effective communicator.
- Confident, with good leadership skills.
- Knowledge of child protection policies and procedures and Criminal Records checks.
- Knowledge of the Data Protection Act.
- Ability to deal with confidential matters.
- Tactful when dealing with sensitive issues.
- Prepared to pass on concerns to professional agencies when necessary.

Role of Coaching/Football Co-ordinator

Overview:

Responsible to the committee the Coaching Coordinator implements an overall strategy for player development and coaching through all levels at the club in line with the FAI's Player Development Plan. The Coaching Coordinator ensures that this is applied by all coaches.

The Coaching coordinator will also be required to advise each coach and team to help achieve the club's overall objectives.

Responsibilities:

- Work closely with club committee to develop the club's overall strategy.
- Be the point of contact for committee members and coaches for all coaching & player development matters.
- Have a sound understanding of the club's rules, regulations & codes.

- Maintain close relationships with all coaches to ensure objectives are being met.
- Develop and manage a budget for coaching within the club in partnership with the Treasurer.
- Ensure there are enough coaches to fulfil minimum requirement with each team.
- Ensure all Coaches have the appropriate qualifications & maintain a coaching register.
- Arrange regular coaching meetings and in-club workshops.

A good Coaching Coordinator will:

- Have a genuine interest in Football & Player Development.
- Have an understanding of Coaching Philosophies, Development and Sports Science.
- Promote up-skilling / Continuous Professional Development (CPD) for Coaches.
- Foster a climate of positivity and confidence for Coaches.
- Ensure Coaches are adhering to the FAI's Player Development Plan.
- Continually seek out coaches and recruit where possible.
- Be aware of all upcoming FAI Coaching Courses and Workshops in your area and promote them within the club.
- Liaise regularly with the local FAI Development Officer.
- Link in with local schools.
- Always communicate well and be approachable.

Role of Communication Officer-PRO

Overview:

Public Relations is the practice of managing the flow of information between your club and the public through various channels, representing the image and reputation of your club in a positive manner. The club does some fantastic and hard work – your role as club PRO is to make sure that people are aware of it.

Responsibilities:

- Present the club in a positive manner.
- Liaise with club committee, officers and officials to ensure that all key events, news and initiatives can be communicated.
- Publicise club activities such as games, open days, training sessions, player recruitment drives, fundraising efforts, selection of players for representative teams, etc.
- Develop a good working relationship with media – newspapers, radio, etc. in your area.
- Be accessible to media and local groups – liaising with and answering queries from media, individuals and organization's via telephone, email and other channels where required.

- Submit fixture lists, scores, and match reports where possible.
- Develop a good relationship with key community groups / centres and schools in your area.
- Maintain club website & social media channels.
- Devise and implement opportunities to promote the club.

A good Public Relations Officer will be:

- Passionate about the club, and football in general.
- Good communication skills.
- Forward & progressive thinker.
- Good relationship builder.
- I.T proficient.

Role of the Safety Co-ordinator

If the club is a workplace then further competent advice will be required regarding the implementation of the Safety Statement and safety arrangements, and safety sub-committee and/or safety representative roles, however for the purpose of this document the role is envisaged to be undertaken on a voluntary basis. Ultimately it is the club's responsibility to establish and maintain a safe environment and eliminate or at least minimize risks. The aim of the Safety Coordinator role is to establish a safer environment and encourage a safe culture for the users, with the support of the Chairperson and Committee, and in consultation with the members. The role includes but is not limited to:

- Assist the Committee with the developing, implementation and maintenance of safety arrangements.
- To be familiar with the Safety Statement and safety arrangements for the club.
- Ensure the Safety Policy is displayed predominately within the club.
- Promote safety awareness in the club.
- Ensure there is a fire register for the club and organize all necessary training. Record all evacuation drills and results of same.
- Collaborate with managers, coaches, leaders etc. to coordinate and implement the safety arrangements.
- Monitor the implementation of the safety arrangements and report any shortage, defects or incompliance.
- Monitor activities and ensure arrangements are being adhered to. Intervene when/where required.
- Identify the need for and organize training for applicable personnel.
- Ensure all/any accidents/incidents are correctly documented using the Accident/Incident report form and investigated by the necessary management and/or consultant. Organize for the documents relating to any accidents or incidents to be saved correctly.

- Ensure a communications process with and for the Committee is established. This may involve the establishment of a safety sub-committee, depending on the size of the club.
- Carry out or organize regular inspections / audits in the club to determine any hazards that require attention and report the finding to the Committee.
- Determine the competency of contractors / traders used for works in the club before any works commence.
- Maintain records of tests, inspections, and /or examinations etc. on any plant, machinery and/or equipment etc. within the club or required for any activities.

When selecting the Safety Coordinator consider the above role and key requirements for this role. It is recommended the person has at least the following:

- Good communication and advisory skills.
- Proficient administration skills.

Role of the Volunteer Co-ordinator

Overview:

The Volunteer Coordinator acts on behalf of the committee and leads the retention, training, organization, recruitment and welfare of volunteers in the club.

Responsibilities:

- Provide a focal point for volunteers and volunteering within the club.
- Facilitate the recruitment, retention, recognition, and reward of volunteers within the club.
- Determine each year the jobs/tasks required to run effectively and match volunteer skills and interests to those positions.
- Ensure that new volunteers are welcomed appropriately and are clear on their role / responsibilities including whom to approach if any difficulties are encountered.
- Responsible for the induction of volunteers.
- Issue documentation that clearly sets out each volunteer's role.
- Ensure individual volunteers are given appropriate support.

A good Volunteer Coordinator will be:

- Well organized with good communication skills.
- A good planner.
- Excellent at building relationships.
- Enthusiastic about the club.
- Interested in people.
- A good understanding of how the club works.
- Good knowledge of all the roles within the club.
- Trustworthy and able to maintain confidentiality.

- Able to provide support for and advocate for volunteers in the club.

Role of the Fixture Secretary

As Club Fixture Secretary you are a key player in the administration for the club. You will be responsible for ensuring games are played on a weekly basis throughout the year.

What kind of person should you be?

- A good organiser – to be efficient correspondence needs to be received, responded to and filed systematically.
- A good time manager – this is essential to ensure that deadlines are met without excess stress
- A good communicator – this is essential to communicate with other committee members in a clear and confident manner as well as communicate well with other clubs as well.
- Computer literate – this is essential for many things such as updating the club website on fixtures and results.
- Experienced at producing correspondence and other documents - The club will rely on you to answer fixture related correspondence and track fixtures and results.

The CORE responsibilities of the role:

- Check with the NDSL/MGL regarding weekly fixtures. Information on Herald striker and emailed to fixture secretary.
- Contacting other teams and clubs regarding arranging and rearranging fixtures throughout the season.
- Make every attempt to arrange fixtures on 'free' weeks and all missed fixtures are rearranged with the opposing team.
- Be the main point of contact for the NDSL/MGL fixture team.
- Contact referees to make sure they are aware of the times and fixtures each week. Also inform referees of any fixture changes.
- Communicate results to the NDSL/MGL league.

The commitment from you:

- A Club Fixture Secretary is usually appointed for a specific term such as a season, so you'll be expected to perform the role for at least 12 months.
- The workload of a Club Secretary will be heavier at the beginning and the end of the season but should remain at constant level throughout the main bulk of the season.
- The time commitment of a Club fixture Secretary is usually a minimum of 6 hours a week, in the evenings and at weekends.