

NY CELTIC CLUB MANUAL

Officers Roles in the Club

The Club Chairman

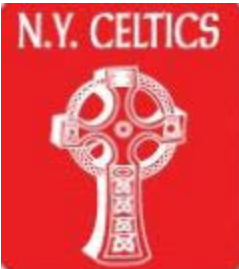
“Clubs need to be organized in terms of administration, fundraising, coaching and games development etc. The Club Chairman plays a key role in making sure the correct structures are in place for the Club.”

The Chairman is the principal officer of the Club. As well as chairing Club Executive Committee and other Club meetings, the Chairman has prime responsibility for ensuring that the Club is a well organized, well managed and an active unit. The Chairman should be dedicated to the job, have good communication skills, have the ability to delegate key tasks and above all, be a person of integrity in the community. The contribution of the Club Chairman to the effective working of a Club can never be underestimated.

Main Duties:

The main duties of the Club Chairman are summarized as follows:

- **Provide leadership and management in the Club**
- **Hold effective Club meetings**
- **Uphold the Club constitution**
- **Plan ahead for the Club**
- **Delegate tasks to Club members**
- **Uphold the mission, vision and values of the GAA**



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The Club Vice Chairman

“The Vice Chairman is to assist the Chairperson in carrying out their role in the Club.”

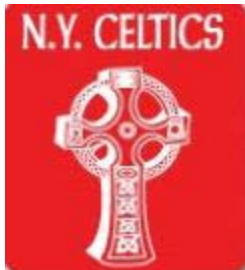
The Vice Chairman is to Assist the Chairman of the Club. As well as Assist chairing Club Executive Committee and other Club meetings. The Vice Chairman should be dedicated to the job, have the ability to delegate tasks.

Main Duties:

The main duties of the Club Vice Chairman are summarized as follows:

- Provide leadership and management in the Club
- Hold effective Club meetings
- Uphold the Club constitution
- Plan ahead for the Club
- Delegate tasks to Club members
- Uphold the mission, vision and values of the GAA





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The Club Secretary

“Everyone with a role in the Club has their part to play in good Club communication.

However, the Secretary has a particularly important part to play.”

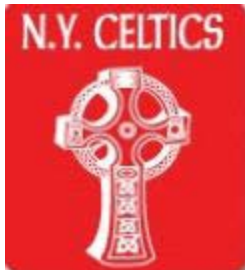
The Secretary is the chief administrator in the Club. The duties are many and varied and call for a high degree of dedication. The Secretary has more to do with the practical running of the Club than any other officer.

He/she should be a good organizer, be methodical and above all, be reliable. The duties dovetail with those of the Chairman and it is essential that both officers work as a team of which the Secretary will very often be the more active person.

Main Duties:

The main duties of the Club Secretary are summarized as follows:

- 1: Communication:**
 - With Club members and officers
 - With the Minor Board Secretary
- 2: Meetings**
 - Preparation for and follow up on assigned tasks
 - Accurate recording of meeting minutes
- 3: Administration:**
 - Correspondence and keeping records
 - Team affiliation
 - Club Insurance
 - Working with Minor Board
- 4: Club Planning**
 - Assisting in developing a Club plan



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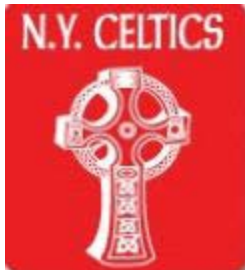
The Club Treasurer

In managing the Club accounts, the Treasurer Should receive and pay out money on behalf of the Club, lodge all monies to the Club accounts and collect all fees due to the Club.

The Club Treasurer has responsibility for the safe-keeping of the funds of the Club. He/she is responsible for recording all income and expenditure and for reporting on the Financial position of the Club to the Club Executive Committee on an on-going basis. It is important to note that the Treasurer does not have to be an accountant to perform this role. However, he/she must have the ability to record all financial transactions, control expenditure in the Club, plan and assist in fundraising and provide regular reports to the Club Executive. The Treasurer must not commit the Club to any expenditure for which prior approval has not been given and should also be in a position to give ample warning to the Club should funds be dwindling.

The main duties of the Treasurer can be summarized as follows:

- **Management of Club accounts**
- **Keeping records**
- **Preparation of financial statements**
- **Preparing a financial budget for the Club**
- **Fundraising in the Club**



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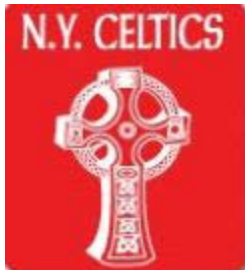
Club Registrar

The Club Registrar is Responsible for ensuring that the Club is up to date in the registration of players and members.”



Each year, The Club must complete two registrations! The registration of Youth members and the registration of players for Minor Board & CYC in accordance of the Official Guide.





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Officers Roles in the Club

Public Relations Officer (PRO)

“The PRO is responsible for ensuring that the Club is well presented to The general public.”

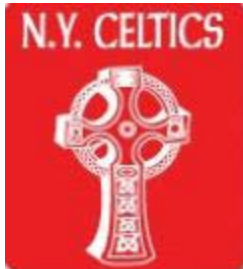


Communications is one of the most important activities in the Club. The success of all units depends to some degree on the local image of the Club. Everyone in the Club has a role in their Club, no matter how small, has a part to play in effective communication. There is always a need for a proper flow of information in the Club so that everyone understands how the Club operates. The main function of the Club PRO is to communicate with the general public on behalf of the Club, presenting a positive image of the Club in the local community and beyond. Therefore, the PRO holds one of the most important officer positions in the Club.

Main Duties:

The main duties of the PRO are summarized as follows:

- **Work as part of a team along with the other Club Officers, team mentors and the various sub committees in the Club**
- **Promote the Club to the local community and beyond using all available methods of communication**
- **Provide team lists, match results and all relevant information to the County PRO on time**
- **Keep records for historical purposes**
- **Make sure the Club is well presented**



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Officers Roles in the Club

Correspondent Secretary

The Correspondent Secretary is an administrator in the Club. The duties are many and vary, the Correspondent Secretary has more to do with Notification's to the Club and Local community. Responsible to write and distribute all correspondence coming in and going out for the club. Maintain an organized file with current copies of the Constitution, Bylaws, Standing Rules, Minor board reports, meeting minutes, budgets, correspondence, etc. for at least year. Maintain and Post all correspondence on the web-site after every meeting to keep current.

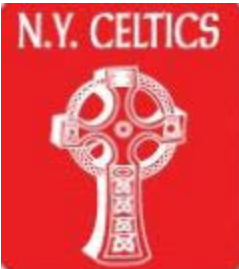
SERGEANT-AT-ARMS

A GOOD SERGEANT-AT-ARMS DEALS DIPLOMATICALLY WITH PEOPLE

You are responsible to see that the atmosphere of the club contributes to the success of club meetings and activities. Prepare the meeting room in advance. Arrange seating so that everyone can participate, can see and be seen by those presiding and presenting the program, and focuses everyone on the program. Welcome guests to your meeting or activity. Have seating ready for guests. Be sure your meeting location is free from outside distractions. Deal with disruptions effectively, efficiently, and diplomatically. Good advance planning and set-up as well as communication with members and officers will minimize program disruptions.

The main duties of the SGT @ Arms can be summarized as follows:

1. Run the 50/50 drawing.
2. Disciplining and/or ejecting any unruly attendees.
3. Help to check people at the front door for Member or Guest status.
4. Enforcing club rules, regulations and policies.
5. When on trips, to be available to the trip leaders for any help needed to assist in enforcing club rules, regulations and policies.
6. Responsible for the club flag and to make sure that it is present at all club meetings and activities.



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Other Club Officer Roles

This section points out the roles of various officers in the Club. While the Club Chairman, V. Chairman, Recording Secretary, Treasurer, Registrar, Corresponding Secretary, PRO and Sergeant at Arms are considered the main officers of the Executive, many others play a key role in the day to day running of the Club. It is recommended that each person on the Club Executive should play a specific role in the Club and the officer role descriptions outlined here may help with this aim. A number of the officer roles outlined in this chapter are required by rule, while others are recommended.

- Auditors
- Trustees
- Managers
- Minor Board Delegates
- Junior Delegates
- Alternate Delgates

