

Officer Roles of the Camogie Association County Board Unit

Chairperson

Shall prepare/obtain an Agenda before Club Meetings – usually in conjunction with the Secretary

Chairperson's role at meetings is by far the most important of his/her functions
Keep to the point at meetings (don't let discussions go on or allow for points to be repeated repetitively)

Ensure all speakers address the chair and avoid cross talking during the meeting

Adopt a neutral attitude, be fair at all times

Draw attention to rules relevant to point(s) of issues raised

Close discussion on subject after adequate time is allotted to the topic – summarise points made and decisions taken

Be punctual and start meetings at the stated time

Direct and control all meetings

Ask the Secretary to read the minutes of the previous meeting (if they have not been circulated in advance – option and specific to each club)

Ask those present to adopt the minutes as correct (ask for proposer and seconder and for these to be recorded in next minutes)

Alterations /amendments if any to the minutes should be inserted and initialed by the chairperson

Deal with matters arising from the minutes

Sign in Irish and date the minutes – the minutes are then in order going forward

Ask the Treasurer for his/her up to date financial statement

Again ask for proposer and seconder to adopt the statement

Deal with queries, if any

Get all bills payable proposed and seconded

Ask Secretary to read correspondence (correspondence included fixtures, letters from county board, emails received from county board, reports from county board delegates, reports from any other meetings/forums attended) and deal with any

Officer Roles of the Camogie Association County Board Unit

matters arising

Deal with reports and their adoption

Deal with particular items of business, motions and proposals

Any other business – some items may be decided prior to next meeting

Fix date, time and venue (where required) for next meeting

Close meeting formally

Secretary

In advance of meetings the secretary should

Prepare Agenda in consultation with Chairperson

Inform the Chairperson of any items of correspondence or business which may require a decision at the meeting

Should further information be required on any item, seek this prior to the meeting and have available

Arrange venue for meeting (if in a Club – make sure room is booked, if in neutral venue again make sure meeting room booked for correct time)

Circulate all concerned to advise of meeting date and time

If relevant in your club circulate agenda/ send previous minutes (this is optional for clubs but could be a good idea)

Have minutes of previous meeting and all correspondence in order (bring all letters, emails, reports, fixtures etc to the meeting)

During the meeting the secretary should

Check the attendance and voting strength – record the attendance and apologies for absence

Read the minutes of the previous meeting and deal with queries arising from them

Read Correspondence – this will/could include letters, invoices, emails, fixtures etc.....

Officer Roles of the Camogie Association County Board Unit

Take note of discussions and decisions

Take note if a motion has been proposed and seconded, and if there are any objections

Ask Chair for exact working of decisions taken

Clarify by whom action, if any, is to be taken

Record the date, time and venue of the next meeting

Between meetings the secretary should

Write the minutes of the previous meeting, giving a concise account of attendance, items raised, matters discussed, reports and decisions taken, have proper minute book....

Implement the decisions of the meeting and deal with other matters arising from the minutes – if applicable to the secretary (some jobs may have been delegated to another officer/committee member)

Deal with fixtures, correspondence, enquiries, and requests for advice and routine matters

When something out of the ordinary arises consult the chair and/or other officers – special meeting of the Club can be called if necessary

Get reports from the County Board Delegates

Clubs will/may have different ways of dealing with items like fixtures/notifications:-

- One person may look after all club fixtures
- Each team manager/trainer may look after their individual team fixtures
- One person may notify all players about matches/training/club events with a club phone,
- Each team manager/trainer may notify their own players of matches/training/club events.

It is extremely important the club secretary is aware of all matters pertaining to the club as all queries to a club will be addressed to a secretary.

During meetings correspondence will be dealt with and from time to time the floor or the officers will put forward

Motions – to put in place a procedure that club members will follow/adhere to going

Officer Roles of the Camogie Association County Board Unit

forward.

Proposals – make a proposal to do something i.e. approving a bill to be paid

The bill is proposed and seconded

Amendments – to change an existing motion

Firstly motions, proposals and amendments MUST NOT be contrary to the rules in An Treorai Oifigiuil. (Official Guide)

They must be proposed and seconded at the meeting

The proposer and seconder must then express their views and explain why they are putting forward the motion, proposal or amendment.

Speakers must only speak once on the topic

The topic is then discussed fairly at the meeting

Both the proposer and seconder have a right to reply at the end of the discussion

An amendment to an existing motion or proposal must be proposed and seconded

Amendments are put to the meeting

A vote will take place and the result recorded by the secretary

In the event of a tie in the voting, the chairperson may exercise a casting vote whether he/she has voted in the original vote.

Chairperson and Secretary meetings

There will probably be more communication between the above two officers within the Club structure.

The Secretary on receipt of correspondence, either by text/postal/ email, will make contact with the Chairperson to inform them. The chairperson should be aware of the information asap. The Secretary can forward on emails / text messages and arrange for the Chairperson to see mail.

If there is/are specific date(s) for returning competition entries, correspondence, fees, County Board Documentation, etc... it may be necessary to call a special meeting, however, in most cases the response can be sent and the matter dealt with at the next meeting.

Officer Roles of the Camogie Association County Board Unit

Emails regarding specific age groups (particularly at underage), should be sent immediately to the Team Manager and a copy to the Chairperson, again making sure that the information is passed as soon as possible but keeping the Chairperson informed.

The Chairperson and Secretary will prepare the agenda before each meeting to ensure that a full and informed meeting can take place.

If the Chairperson is away then the Vice-Chairperson will take over the responsibilities; When the Secretary is away a nominated person will need to cover their role. This is often the time when correspondences do not get passed to the relevant parties.

Treasurer

Present up to date financial statement(s) to each meeting
Prepare financial statement and balance sheet for the A.G.M.
Make sure accounts are audited in accordance with Club rule
Clubs may have an independent Auditor to check the accounts
Clubs may send their accounts to an Accountant to be audited
Have a Current Account / Deposit Account in the name of the Club
At least two signatures on cheque(s) – e.g. Chairperson & Treasurer / Secretary & Treasurer / Joint Treasurers – any of the above combinations
Initiate fund-raising schemes
Issue receipts for all monies received whether cash, cheque, postal order etc.... i.e. membership, gear money, bus money, fund raising money
Always make sure that Clubs have enough money to cover their expenses i.e. sliotars, hurleys, first aid, club expenses
All Invoices / Bills should be proposed and seconded at each meeting

Recommendations:-

That all BANK STATEMENTS are signed at each Club Meeting – the balances should correspond with the income and expenditure for the month.
As Clubs pay cash to referees for league/championship matches – set up a standard Club Expenses Claim Form
It is advised against signing blank cheques i.e. all cheque should have payee and amount clearly written on the cheque(s).
All expenses claimed, where possible, should have receipts to be presented to the meeting for approval/to be passed – use a Club Expenses Claim Form
Have a Club Phone – this will save on individuals who do work or are involved in the club and could be at a financial loss
No cheques are to be written except at Club meetings – having been proposed and seconded....
Try where possible to have large cash amounts counted by two or more people (bag-

Officer Roles of the Camogie Association County Board Unit

packing, ticket sales, etc.....)

Where Camogie Clubs and Ladies Football Clubs run as one committee – have Joint Treasurers with one from Camogie and one from Ladies Football

For Insurance Claims have one person responsible for the claim processing procedure – have a Club Injury Book

Endeavour to be very transparent with Club Funds

Club Registrar

The responsibility of the Registrar is to have each officer, committee member, player, non-playing member, trainer, coach registered with the County Board. And to make sure that each of the above have paid their Club Registration (to include insurance) Fee.

The Registration is submitted by email (as per rule) to the County Registrar – this must now be completed by 1ST MARCH – annually.

When you are adding on registrations you must resubmit the whole registration form and quote the line that the new registrations start at i.e. new registrations from line 92 or line 223.....

Within the Club each player/member/coach/officer should have insurance. This will cover them while attending any/all club event.

The Registrar will need to have a list of all members and confirmation that they have paid their fees.

Recommendation: Have a Registration Day, an opportunity to meet parents and encourage them to get more involved with the Club their daughter plays with and collect the bulk of the registration money.

NEW PROCEDURE FOR REGISTRATION FROM 01/03/2011

As you are all aware under our new rules, registration lists must be correctly completed and submitted electronically on Form CC1. Please see below the new CC1 form that ALL clubs must fill out and submit to their county secretary. Please take the time to fill out this form correctly. The CC1 form attached contains a sample sheet filled out for your reference along with some simple instructions. This new CC1 form is compulsory for all clubs to use and the old CC1 form will not be accepted.

Officer Roles of the Camogie Association County Board Unit

Instructions for opening the form and saving the form for sending onto county secretary:

- 1) Double click on the attachment and select save
- 2) Make sure to save the file down to a folder in your "my documents" or desktop
- 3) Call the file 'Club name 2011' E.g. 'Naomh Brid 2011'
- 4) When completing the form please insure that all details are correct. Please ensure that date of birth is included for all players that are under 18 years of age. (This is anyone with a date of birth before 31st December 1992)

If you have any difficulties opening this form, please contact info@camogie.ie for further assistance. This form is an invaluable tool for clubs, county boards, and provincial councils and at National Level so please take your time to fill the information out correctly. Only cells in white are required to be filled out.

Children Welfare/Child Liaison Officer

Guidelines for the Club Children's Officer

The Children's Officer should:

Promote awareness of the Code of Ethics and Best Practice for Children within the club, among young members and their parents/guardians.

Ensure that all relevant personnel attend the Irish Sports Council Basic Awareness training

Facilitate the Camogie Association Garda Vetting process and Access NI checks within the club.

Influence policy and practice within the club in order to prioritise children's needs.

Ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.

Ensure each member signs an annual membership form that includes signing up to the code of behaviour.

Encourage the appropriate involvement of parents/guardians in the club activities.

Facilitate parents' information sessions at the start of the season.

Establish contact with the County Children's Officer.

Report regularly to the Club Management Committee

Officer Roles of the Camogie Association County Board Unit

P.R.O. – Public Relations Officer

The PRO is a very important link between the Club and the Parish/Town

They keep everyone informed of all Club events:-

Submit Club Notes to the Local Newsletter/Paper and County PRO

Matches – venues & times

Fundraising – events and times

Meetings – date and times

Match Dates and venues

Special Events – Weddings, special birthdays etc.....

Courses being run by the Club or County Board

An active PRO is a great source of information in the area and the best promoter of Camogie in your area

Officer Roles of the Camogie Association County Board Unit

Officer Roles of the Camogie Association County Board Unit