

Sample Role of Chairperson

The role of the Chairperson is to manage the club in an efficient and effective manner, while at all times keeping in mind the club constitution. They have overall control, giving direction, keeping focus and provide guidance. The chairperson should be elected at the AGM. At meetings the chairperson takes charge of the meetings and ensures that those present are heard in a fair and equal manner.

Main Duties	Skills Required
<ul style="list-style-type: none"> • Chair committee meetings and Annual General Meeting • Ensure appropriate documents, including minutes are available for committee members • Ensure that committee members are aware of their roles and responsibilities • Act as the ambassador and/or spokesperson for the Club • May be called upon to act as mediator 	<ul style="list-style-type: none"> • Confident and Effective communicator • Great organisational skills • Ability to delegate duties • Ability and knowledge to act as spokesperson for the Club • Unbiased and impartial • Strong and fair leadership skills • Be able to facilitate discussion and keep the debate focused • Be able to take decisive action • Be well informed about all aspects of the club • Be able to involve all Committee members in the decision-making process • Be able to maintain harmony within the group even when there is a disagreement

Sample Role of the Secretary

The efficiency of the club will greatly depend on the efficiency of the secretary to carry out his/her duties. The Secretary is the mediator between Club Committee and everybody else. All of the written communication that the club receives will go to the Club Secretary. To ensure optimal efficiency, appropriate measures should be put in place to deal with this communication.

Main Duties	Skills Required
<ul style="list-style-type: none"> • First point of contact for all enquiries • Organising meetings • Taking and distributing minutes • Dealing with correspondence: <ul style="list-style-type: none"> ○ Record date of incoming mail ○ Deal with correspondence promptly ○ To make life easier, create some standard letters that can be re-used with just changes of dates, names, ○ Keep notes of important telephone conversations. 	<ul style="list-style-type: none"> • Excellent organisational skills • Reliability • Excellent communication skills, both written and spoken • Be able to delegate tasks • Be able to work to timescales • Be able to maintain confidentiality

Sample Role of the Treasurer

It is absolutely paramount that reliable and accurate financial records on all transactions are kept. This responsibility falls directly onto the Club Treasurer. The Treasurer is responsible for the safe keeping of the club funds and also the collection of subscriptions, depositing monies, paying the bills, issuing receipts, preparing year end accounts and keeping up-to-date records of all financial transactions. The treasurer must not commit the club to any expenditure for which prior approval has not been given. Some banks may offer free banking to sports clubs, so with this in mind consider opening an account with a bank that is close and will offer 24-hour phone or internet banking. Statements should be obtained every month to check all transactions. All deposits should be made as soon as possible.

Main Duties	Skills Required
<ul style="list-style-type: none"> • Managing all income and expenditure, including banking arrangements • Managing legal requirements where required • Reports regularly to the committee/chairperson on the club's financial status • Prepares /presents financial year end report to AGM • Financial planning, budgeting and monitoring throughout the year 	<ul style="list-style-type: none"> • Be well organised • Confidence dealing with figures • Be very honest and trustworthy • Take great care when handling money and cheques • Keep up-to-date information and be able to answer any questions on the accounts • Be able to keep very accurate records

Sample Role of Public Relations Officer (PRO)

This person deals with the publicity side of the club. The PRO should attempt to open and maintain lines of contact and relationships with local newspapers and radio stations. A good idea for a PRO to have is a club promotional plan and a social media strategy.

Main Duties	Skills Required
<ul style="list-style-type: none"> • Regular updates to club activity in local media • Advertising for members • Ensuring results of competitions are given to the local papers and radio • Establish your own website and social media • Keep the County Board informed of club activity • Positive appropriate promotion regularly in every possible way • Establish social media channels and monitor content 	<ul style="list-style-type: none"> • Good communications skills • Familiar with social media platforms • Knowledge of marketing tools • Good writing skills • A general knowledge of the sport and club policies

Sample Role of Children's Officer

The appointment of Children's Officers in clubs is an essential element in the creation of a quality atmosphere. They act as a resource with regard to issues and policies that affect children and young people in the club. Children's Officers should be aware of the code of ethics and child safeguarding in relation to young people. Check that all activities are safe, fun and conducted in a spirit of fair play for all. Children's officers should also be informed on how to deal with any concerns that may arise in relation to the protection of children and young people.

Main Duties	Skills Required
<ul style="list-style-type: none"> • To promote awareness of the code of ethics • To influence policy and practice within the club in order to prioritise children's needs • Establish contact with Athletics Ireland Child Welfare Manager • To ensure that children know how to make concerns known to leaders in the club • To act as an advisory resource to club leaders on best practice in children's sport • To report regularly to the Club Management Committee • To monitor changes in membership • To ensure that the children have a voice in the running of their club • Ensure all children/athletes, volunteers and parents agree to abide by and sign up to the Code of Conduct • Ensure that the club maintain effective rules and regulations including complaints, disciplinary and appeals procedures • Ensure that the club has an anti-bullying policy • Ensure Safe Recruitment Guidelines are followed including Garda Vetting and acceptable references • Monitor and promote the correct use of Social Media as a communication tool within the club 	<ul style="list-style-type: none"> • Child Centred • A good knowledge of current guidelines in the safety and welfare of children • Children's Officer training • Ability to maintain confidentiality • Organised record keeper • Knowledge of child safeguarding reporting procedures • Excellent communication skills

Sample Role of Designated Liaison Person

Every club should designate a person to be responsible for dealing with any concerns about the protection of children. The designated person is responsible for reporting allegations or suspicions of child abuse to Health Services Executive or Social Services (NI) and/or An Garda Síochána/PSNI. Normally this role is automatically assigned to the club chairperson unless it has been transferred to another individual at a club committee meeting.

Main Duties	Skills Required
<ul style="list-style-type: none">• Have knowledge of the Code of Ethics and statutory guidelines• Have a knowledge of categories and indicators of abuse• Undertake training in relation to child protection• Be familiar with and able to carry out reporting procedures• Communicate with parents and/or agencies as appropriate• Assist with the on-going development and implementation of the club's child protection training needs• Be aware of local contacts and services in relation to child protection	<ul style="list-style-type: none">• Child Centred• A good knowledge of current guidelines in the safety and welfare of children• Children's Officer training• Ability to maintain confidentiality• Organised record keeper• Knowledge of reporting procedures• Excellent communication skills