Aims and Objectives

The aim of the course is to provide a focused programme of information and interaction for the G.F.& H.A. Club Secretary, and to provide the participants with an opportunity to:-

- expand on their current knowledge and understanding of the role and responsibilities of the Secretary
- gain further insight into the role of the Secretary with particular reference to communicating with and working with the State Secretary.
- gain some further information regarding the use of leadership, delegation and teamwork skills.
- develop a short, medium and long term plan for use within the club.
THE SECRETARY

Group Discussions

Please indicate the issues/points you would like to see addressed during this programme under the following headings:

1. **Duties of Club Secretary**
   List the aspects/parts of your work as Club Secretary which are the most time consuming.

2. **Club Administration**
   List any items you would like to have addressed, with reference to Club Administration in general.

3. **Planning**
   List one or two areas you would like to see developed in your club:-
   - in the short term (1 to 12 months)
   - in the longer term (1 to 5 years).

4. **Effective Meetings**
   As Secretaries, how can we make our meetings more effective?
Desirable qualities for the position of the Secretary

- A good organiser
- Tidy
- Methodical
- Tactful
- Efficient
- Friendly
- Reliable
The Secretary

MAIN DUTIES

Centre around -
• MEETINGS
• RECORDS
• CORRESPONDENCE

MEETINGS
Work before, during and arising out of meetings including the A.G.M.

A.G.M.
Written Notice to all Full Members
Business (Agenda)
Motions
Nominations

SPECIAL GENERAL MEETING
Circumstances/Procedures
Minimum notice - 5 days
Agenda - specific and confined
The Secretary

CORRESPONDENCE

Outgoing (copy)
Incoming (originals)
Form filling/signing
Match Notices
Documentation from -
  State Association
Meetings: Minutes (approved, signed, bound)
- Administrative control
- Historical value

Property: Title Deeds (copies)
Deed of Trust
Record of Trustees
Insurance policies /documentation

Inventory:
- Real Property
- Personal Property (assets, equipment etc.)

Games: Fixture Lists
Games Results
Analysis - by team, code

Other: Membership, By-laws
The State Secretary

Key Resource

The Official Guide
(includes Club Constitution)
Communicating and Working with The State Secretary

Club A.G.M.
- Democratic process starts here
- Ideally, should be held before State Convention
- Report outcomes to the State Secretary

State Convention
- Club input

Importance of position of Club Delegate to the State Committee .......

Club Delegate to State Committee

RESPONSIBILITIES AND DUTIES

Principal Responsibilities:

1. To contribute on behalf of his/her Club, to the effective administration of State Committee Affairs.

2. To represent Club interests and views at State Committee meetings.

3. To ensure regular, appropriate and concise communication between Club and State Committee.
Club Delegate to State Committee

DUTIES INCLUDE:

To attend all State Meetings
• to partake, as required in discussion and decision making with regard to State matters.
• to express, as appropriate, club views/needs at State level (the delegate must take regular briefings from the Club Executive in order to carry out this task).

To report, at least monthly, to the Club Executive on State Committee matters*
• to convey general information
• to keep Executive advised on Club fixtures subject to official confirmation by the State Secretary.

*Where the Club Delegate is not a member of the Club Executive, the President should allow time where appropriate at Executive meetings for “The Report of Club Delegate to State Committee” - which should feature as an agenda item.
Affiliation & Membership

- Annual Affiliation

- Registration:
  - Members & Adult Players
  - Minor Players

Note:
Members - include all officers
Classes of Membership

- Full (Ordinary)
- Honorary
- Temporary (Social)
- Youth

All Classes elected by Executive Committee
G.F.&H.A. Club Membership

FULL MEMBER

- Application
- Decision by Executive
- Notification to applicant

(i) Membership **ceases** when member fails to pay annual subscription by due date.

(ii) Membership may be renewed **only** by compliance with the Rules of Constitution

i.e. Prescribed application form must be completed by applicant and processed by Club as for a new member.
CLUB MEMBERSHIP APPLICATION FORM

I WISH TO APPLY FOR MEMBERSHIP OF ____________________________ G.F.C.
I SUBSCRIBE TO AND UNDERTAKE TO FURTHER THE AIDS AND
OBJECTIVES OF THE GAEILIC FOOTBALL AND HURLING ASSOCIATION OF
AUSTRALASIA AND MY STATE ASSOCIATION AS OUTLINED HERE AND AS
STATED IN GENERAL RULES AND IN THE CLUB CONSTITUTION.

THE BASIC AIM OF THE CLUB IS TO FOSTER AND PROMOTE THE
GAMES OF GAEILIC FOOTBALL/HURLING IN THE COMMUNITY.
MEMBERSHIP IS SOUGHT IN THE FOLLOWING CATEGORY.
(tick as appropriate)
FULL [ ] YOUTH [ ] SOCIAL [ ]

NAME: ___________________________________________

SIGNED: _______________________________________

ADDRESS: _______________________________________
_________________________________________________
_________________________________________________
_________________________________________________

PHONE: ____________________ (H) ____________ (M)

EMAIL: ________________________ DATE: / /

APPROVED: ____________________ (REGISTRAR) DATE: / /

MEMBERSHIP PAID: $ ______ DATE: / /
Fixtures
Refer State by-laws

Referees Reports
Responsibilities

Transfers
Inter Club
Interstate
International
Effective Meetings

The President and The Secretary should be sure that the purpose of each meeting and each item on the agenda, is clearly understood by the members:

It may be:-

- To share ideas and information only
- To brief members before action
- To generate new ideas
- To make a decision
- To make a recommendation
Effective Meetings

Preparation of Meetings

The President and The Secretary should:

- Agree an agenda (there should always be a written agenda)
- Know what will be coming up
- Check on follow-up actions
- Consider how to address contentious issues
Effective Meetings

The Agenda

A well constructed, appropriate agenda will help to make your meetings more effective. Important or urgent items should come at the top of the Agenda.
Effective Meetings

The President and The Secretary should establish Ground Rules.

State the ground rules at the beginning of the meeting.

Here are a few examples:

- Meetings will start and end on time. (Suggestion: Agree a target finishing time)
- Everyone will participate.
- Comments will be non-judgmental.
- No one will interrupt anyone else.
- Assigned tasks will be done on time.
- All meetings will be formally closed and next meeting date agreed.
Sample Agenda

1. Minutes
2. Matters Arising
3. Correspondence
4. Financial report
5. Registrar’s Report
6. Fixtures
7. Fund-raising
8. Other activities
9. Any other notified business
Executive Meetings

If not held monthly, notice should be issued.

Ideally, agenda should be enclosed.

The Secretary is responsible for organising and checking the meeting venue.
Executive Meetings

At The Meeting:

The Secretary records:-
  Attendance
  Apologies
  Decisions taken
  Action (By whom, by when)

After The Meeting:

The Secretary deals with:-
  Tasks assigned to self Correspondence
  (where relevant)
  Tracking tasks assigned to other members
Executive Committee

Main Functions:
- deciding on all applications for membership;
- deciding on areas to be controlled by sub-committees, defining duties and co-ordinating their activities;
- preparing by-laws if necessary for the proper control and management of the club;
- administrating the business affairs of the club and property under its control;
- dealing with matters of discipline within the club;
- ensuring compliance of all members with the statutory requirements of the Registration of Clubs;
Preparation for AGM

3 weeks in advance the Secretary should send out
(a) Notices containing date, time, place and Agenda of AGM
(b) Nomination Form including Form for Notices of Motion
(c) (Return Date)

1 week in advance the secretary should send out
List of Nominations (Alphabetical Order)
Annual Report and Club Accounts.

The secretary is responsible for all arrangements relating to The AGM
Nomination Form

Club ______________________________________________________
To be returned to the Secretary not later than ________________
President ________________________________________________
Vice President _____________________________________________
Secretary ________________________________________________
Treasurer ________________________________________________
Registrar ________________________________________________

Committee

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

The consent of the persons being nominated should be obtained in advance

Motions

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Signature ___________________________ Date ________________
Should be properly convened and organised.

This general meeting should:

A. review the work of the previous year ideally, reports of The Secretary and The Treasurer should be circulated to members in advance

B. elect officers and executive committee members

C. get members views on Club and Association policy

D. consider club policy and revise or endorse

E. make submissions through motions to State Committee on the framing of policy and dealing with the Rules of the Association.
What is Management?

“Management is the efficient and effective use of resources to achieve results with and through the efforts of other people”
Leadership and Planning

**ASSESS:**

- Where are we now?  
  - (strengths and weaknesses)
- Where do we want to go?  
  - (goals, aims, objectives)
- How do we get there?

**PLAN YOUR WORK AND WORK YOUR PLAN**
Leadership and Planning

SMARTER GOALS

Specific: State exactly what you want to achieve.

Measurable: How will you know when you have succeeded?

Achievable: Be realistic but aim to stretch yourself

Relevant: Goals must mean something.

Will you feel proud, happy and satisfied when goals are achieved?

Timed: Set realistic time targets. Many goals have supporting goals. Pin-pointing a time for achieving these milestones can help break down large tasks.

Exciting: Exciting goals will stimulate you into action

Reviewed: Goals should be reviewed on a regular basis and at least once a year.
Project Conclusion

- End of a Project
- Life of a Sub-Committee
- Re-appointment after AGM (if necessary)
Develop Your Plan

Failing to Plan is Planning to Fail

Write down three GOALS for your club:

1. **Short Term** -
   (over the next three months)

2. **Medium Term** -
   (within the next six months)

3. **Long Term** -
   (within the next year)