



Club Vice-Chairperson

Last revised – October 2019



INVESTING IN LEADERS, INVESTING IN YOU.

ROLE DESCRIPTION

The Vice-Chairperson would act as second in command to the Chairperson and they may be regarded as a training post of a future Chairperson. The Vice-Chairperson should be given specific duties i.e. Chair of any important sub-committee like any other Club Officer along with the obvious one of taking the place of an absent Chairperson. The role of Chairperson and Vice-Chairperson will sync together and it is crucial that they work as a team with the rest of the Club Executive Committee.

REPORTS / ACCOUNTABLE TO:

Club Executive Committee.

RESPONSIBILITIES:

The main duties of the Vice-Chairperson are summarised as follows:

1. CHAIRING CLUB EXECUTIVE MEETINGS

In the event where the Chairperson is absent, the Vice-Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the rules of the Association and that matters are dealt with in an orderly and efficient manner.

He / she must:

- Bring impartially and objectivity to meetings and decision making.
- Facilitate change and address conflict within the board / officers.
- Facilitate those present to make their views, while maintaining control over the meeting.
- Ensure that meetings are progressive and that decisions are implemented.

2. ENSURE THAT THE GAA CLUB AFFAIRS ARE MANAGED EFFECTIVELY

The Chairperson and Vice-Chairperson must co-ordinate the affairs of the Club Executive to ensure that appropriate procedures are in place for the effective management of the Club affairs.

He / she must:

- Keep an overview of all GAA activity ensuring corrective action is taken where needed.
- Coordinate the committee to ensure responsibility for particular aspects of management are met.
- Ensure the County operates to the County Strategic Plan.
- Oversees the implementation of the Club Planning Process.
- Ensure that an annual Games Development Plan is in place for the Club.

3. UPHOLD THE RULES OF THE ASSOCIATION

The Vice-Chairperson must ensure that the rules of the Association are upheld at all times and must ensure that Association policy is implemented in the Club.

4. REPRESENT THE CLUB

The Vice-Chairperson may be called upon to represent the Club and sometimes be its spokesperson at various functions, meetings etc. He / she should be aware of current issues that might affect the Association and should always seek help and advice from the Club PRO and County Secretary, if required. The Chairperson will also be asked to attend meetings at County and Provincial level as required and should report back to the Club Executive Committee on all matters of interest.

5. BE A LEADER AND HAVE A VISION FOR THE FUTURE OF THE GAA CLUB

Both the Chairperson and Vice-Chairperson must have a vision for how the Club will progress and should ensure that the Club is operating in coordination with their Club Strategic Plan. The Chairperson must be seen to “lead the Club Committee Team” but the Vice-Chairperson should be seen to reinforce this. This also involves regularly reviewing the Committees performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

SKILLS REQUIRED:

- Excellent leadership, planning, organizational, interpersonal and communication skills.
- Excellent facilitation and negotiation skills.
- Ability to ensure decisions are taken and followed-up.
- Impartial, fairness and the ability to respect confidentiality.
- Ability to delegate key tasks to other officers.

KNOWLEDGE:

- Be familiar with An Treoraí Oifigiúil
- Good knowledge of the Association

OTHER REQUIREMENTS

- Have time to do the job.
- Have a genuine interest in the GAA.
- Motivated to set high standards for the Club.
- Motivated to improve the whole Club and Community associated.