



Club Chairperson

Last revised – November 2022



WHERE WE
ALL BELONG

INVESTING IN LEADERS, INVESTING IN YOU.

ROLE DESCRIPTION

The Chairperson is the principal officer on the Club Executive Committee with responsibility for planning, organising and managing affairs of the GAA in the Club. The Chairperson must be a leader with a vision on how to progress the Association. The Chairperson plays a key role in ensuring the Club Executive Committee meetings function effectively and efficiently, where decisions taken are acted on.

REPORTS / ACCOUNTABLE TO:

Club Executive Committee.

RESPONSIBILITIES:

1. CHAIRING CLUB EXECUTIVE MEETINGS

The 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 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 RULES OF THE ASSOCIATION

The 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 Chairperson will 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

The 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”. This also involves regularly reviewing the Committees performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

6. UPHOLDING CHILD SAFEGUARDING PROCEDURES

It is vital that the Club Chairperson upholds the Child Safeguarding procedures in line with An Treoraí Oifigiúil. He / she is responsible for ensuring that they liaise with the Club Designated Liaison Person (DLP) and Club Children’s Officer to ensure that legislative requirements governing the participation of children/young people and those who work with them are maintained at all times.

7. PROMOTION OF GAMES AND CULTURE

The Chairperson must encourage participation and promotion of Gaelic Games and Culture across the wider membership and wider community. Doing so could help attract new members / volunteers that would assist in the overall atmosphere and running of the Club.

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.