



# Club Secretary

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INVESTING IN LEADERS, INVESTING IN YOU.

## ROLE DESCRIPTION

The Secretary is the chief administrator in the Club. The duties of the role are many and varied and call for a high degree of dedication. The Secretary has more to do with the practical running of the Club than any other officer. He/she should be a good organiser, be methodical and above all, be reliable. The duties dovetail with those of the Chairperson and it is essential that both officers work as a team of which the Secretary will very often be the more active person.

## REPORTS/ACCOUNTABLE TO

- Club Executive Committee

## RESPONSIBILITIES

The main duties of the Club Secretary are summarised as follows:

### 1. COMMUNICATION

- Communication with Club members and officers
- Communication with the County Secretary, County Committee, Provincial Council and Central Council
- Submitting nominations and motions to the County Convention

### 2. MEETINGS

- Preparation for and follow up on assigned tasks for general meetings and the AGM
- Circulation of agendas and supporting documents
- Recording of meeting minutes

### 3. ADMINISTRATION

- The day-to-day administration of Club activities, including:
  - Facilitating official correspondence
  - Keeping records, e.g. matches, venues, dates and winners, membership and registration, meeting minutes, etc.
  - Membership and registration
  - Club and team affiliation
  - Club insurance and injury fund management
  - Administration of Club games, inc. transfers and team sheets
  - Club property
  - Safeguarding of children / young people
  - Data protection

- Working with County/Divisional Committee/Board

#### 4. CLUB PLANNING

- Assisting in developing a Club Plan

#### DESIRABLE SKILLS AND KNOWLEDGE

Skills	Knowledge
<ul style="list-style-type: none"> <li>● Strong communication (verbal and written), and interpersonal skills</li> <li>● Strong ability to manage people / resources and build and sustain good team relationships and manage conflict</li> <li>● Strong leadership and decision-making skills</li> <li>● Strategic thinking in order to develop and contribute to vision and implement a Club Plan</li> <li>● Solid presentation skills</li> <li>● Very good time management and organisational skills in order to effectively manage self, others and plan, initiate, develop and implement projects</li> <li>● Effective numerical and analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>● Be familiar with the Official Guide and Club Constitution</li> <li>● Clear knowledge of GAA's structures, rules, regulations and procedures at all levels of the Association</li> <li>● Working knowledge of IT related packages and systems</li> </ul>

#### OTHER REQUIREMENTS

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community