



Role of an Rúnaí – The Club Secretary

The main purpose of the Club Secretary is that of principal administrator for the club. The Secretary carries out or delegates all of the administrative duties that enable the club and its members to function effectively. The Secretary has a pivotal role within the club, with a close involvement in the running of the club.

The Secretary will work closely with the Club Chairperson and Treasurer and if required will make important decisions between Executive Committee meetings

The role of the Secretary includes good communication skills and a good knowledge of the Official Guide, County and Club bye-laws.

The Secretary is usually the first person an outsider contacts, and a good Secretary is vital to the successful management of the club. As the principal administration officer, the Secretary provides a link between the members, the Executive Committee, the players, team management, County Board and other clubs.

The role of Secretary is diverse and varied and they will often be at the forefront of a mix of duties all of which are as important as each other.

Meetings

- Club Executive/Management meetings should be held once a month, on a specific day i.e. first Monday of each month, etc.
- The Secretary calls the meeting. An agenda and minutes of the previous meeting should be sent to the committee members at least three days in advance. The Secretary and all committee members should be proficient in the use of ICT and all correspondence should where possible be done by email.

The qualities to be good a Secretary are;

- Be methodical and reliable
- Good communication skills
- Be impartial
- Good planning
- Good organisation skills
- Good decision-maker

- Be able to maintain confidentiality
- A reasonable knowledge of the Irish Language

The duties of the Secretary are:

- Receiving and dealing with all correspondence
- Attending meetings to represent the club, i.e. County Fixture meetings, local sports council meetings.
- Organising and attending Executive meetings
- Organising and attending all Annual General Meetings/Emergency General Meetings
- Taking and distributing minutes and maintaining accurate records
- Ensuring meeting action points are carried out

Things to Avoid

- Do not make the committee deal with trivial topics. Place important issues on the agenda for Executive meetings
- Don't put an important issue at the end of the agenda. Place all important issues for discussion on the agenda for the start of the meeting
- Do not let matters arising from the previous meeting take up most of the time at the current meeting

Further tips

- Ask each sub-committee to submit a written report of their activities rather than an officer giving a verbal report This will cut down on meeting time
- Ensure that the Chairperson has signed off on the agenda before circulating it to members
- Ask the Chairperson to repeat all motions and decisions taken at the meeting to ensure that everyone is clear on what has been agreed
- Delegate some work to the Assistant Secretary

Things to Remember

- You need to be motivated to do a good job
- You need to be well organised and conscientious
- All correspondence must be dealt with quickly
- Follow meeting guidelines to ensure they are productive
- Remind yourself that the important thing about keeping records is keeping the right records and being able to find them quickly and easily. Have hard paper copies, store on a computer and have back up facilities available.

Protocol for Club condolences

The following protocol should be applied in cases where people who have an association with the Club have died.

Offspring, siblings, parents and grandparents of players, committee and sub-committee members	Facebook/Twitter condolences Club Newsletter/Celt Club News condolences
Players, committee and sub-committee members and current Club members	Facebook/Twitter condolences Club Newsletter/Celt Club News condolences Mass cards
Players, former adult players, Club officers, ex-Club officers	Inform County Board Secretary/Asst. Secretary for noting at next monthly County Board meeting
Ex-players, ex-Club officers	Facebook/Twitter condolences Club Newsletter/Celt Club News condolences Mass cards
Exceptional cases	Decided on a case-by-case basis by the Club chairman and secretary

Protocol responsibilities

Club Secretary – (1) Inform Club Chairman and Club P.R.O. when a death occurs that comes within the remit of this protocol (2) Inform County Board where appropriate

Club Chairman – Arrange mass cards where appropriate

Club P.R.O. – When informed by Club Chairman/Secretary, publish condolences on social media, weekly Club newsletter and Club News in Celt, as appropriate