



Club Manual

Club Committee Structure

www.gaa.ie

GAA



Club Committee Structure – The Executive Committee and Sub-Committees

All clubs need to have a committee structure in place facilitate the organisation and the management of Club activities. Every Club is required by rule to have a Club Executive Committee. Clubs may also have a number of sub-committees in place to help with certain aspects of administration and activity. The Club Executive Committee and the use of sub-committees in the Club is now discussed in further detail.

1: The Club Executive Committee

The Club Executive Committee is the controlling body of the Club, managing the business and affairs of the Club (rule 7.1 Club constitution). It is essential that the Executive Committee is active and well managed.

The composition of the committee is outlined in rule 7.2 of the Club constitution.

- 7.2** The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Registrar, Officer for Irish Language and Culture, Public Relations Officer, Children's Officer, one Players' Representative, and at least five other Full members.

Members of the Executive, including the players' representative, are elected by the full members of the Club at the AGM each year. The only exception to this is the Children's Officer, who is appointed at the AGM on the recommendation of the outgoing Executive Committee.

Note: Clubs can make amendments to their constitution to reflect how many full members (greater than five) sit on the Executive and what officer positions those officers hold. Any such amendment must be passed by the County Committee and must conform to general rule.

E.G. The Executive outlined on the next page, conforms with rule 7.2. It includes the officers specifically listed in rule 7.2 and at least five other full members. In this case, there are seven full members other than the ones specifically listed in rule 7.2. All of these are specific office holders in the Club.

“Members to the Executive are elected at the Club AGM each year.”

“Consult the section on the **Executive Committee** in the Club constitution for further information.”

Sample Committee

1. **Chairman**
2. **Vice-Chairman**
3. **Treasurer**
4. **Secretary**
5. **Registrar**
6. **Coaching and Games Officer**
7. **P.R.O.**
8. **Officer for Irish Language and Culture**
9. **Vice-Treasurer**
10. **Vice-Secretary**
11. **Childrens Officer**
12. **Insurance Officer**
13. **ASAP Officer**
14. **Players representative**
15. **Development Officer**
16. **Children's Officer**

Clubs should keep in mind that a big number on the Executive does not necessarily mean that the Executive will operate more efficiently. It is recommended that each member of the Club Executive committee should have specific responsibility for some aspect of activity within the Club.

The Club Executive is required to meet at least once each quarter (rule 7.9 Club constitution), with four members present constituting a quorum (rule 7.9 Club constitution). However, it is recommended that the Club Executive should meet at least ten times per year, which is the minimum number of meetings required for most clubs to function.

2: Club Sub-Committees – Sharing the workload

The Annual General Meeting of a Club elects the Executive Committee to administer and manage the business and affairs of the Club. However, one of the most effective methods of sharing and delegating work in the Club is through the appointment of Sub-Committees.

The appointment of Sub-Committees is a valuable way of involving and interesting a large number of Club members in management and policy making by giving them a definite part to play in the life of the Club. The extent to which Sub-Committees are used will depend largely on the size of the Club.

There are advantages for the Club in the appointment of sub-committees in that they allow decision making by a smaller group while allowing members with specific expertise to concentrate on their particular area of interest.

Appointing and Managing Sub-committees:

A sub-committee is usually appointed to take charge of one part of the Club's activities e.g. finance, games development etc. The Executive Committee has the sole right to appoint sub-committees in the Club (rule 7.15 of the Club constitution) and has the power to nominate the Chairman of the Club sub-committees (rule 7.17 of the Club constitution). It is advisable that the Executive Committee should appoint one of its members as the sub-committee Chairman and he/she can then report regularly to the Executive Committee.

It is recommended that a sub-committee should consist of no more than five members and should report to each Executive Committee Meeting. Sub-Committees are generally quite small but can be given powers of co-option of people outside of the Executive Committee who are considered to have particular expertise in a certain area.

The Executive Committee also defines the duties of each sub-committee and retains full control in all matters and activities of the sub-committee, including the disposal of any funds (rule 7.16 of the Club constitution). It is important to note that the Chairman, Vice-Chairman, Secretary and Treasurer of the Club Executive Committee are ex-officio members of all sub-committees (rule 7.18 of the Club constitution).

“Sub-Committees cease to exist when the Executive Committee goes out of office.”



Finding the People

Sharing the work depends on finding people with whom to share it. There is no one way of doing this. It depends very much on personal contact and friendly persuasion, perhaps asking first for help with one special event. Never refuse an offer of help. Always support and praise, never discourage or criticise as this dissuades others. For more on this, consult the 'Volunteer Section' of the Club manual.

How many sub-committees should a Club have?

This depends entirely on each individual Club. Some clubs may find that the Executive Committee is the only committee required to administer the Club, others may find that one or two sub-committees are needed. The decision to set up sub-committees is up to each individual Club.

However, it is worth noting that a small group of three or so people can work effectively on one particular topic e.g. fundraising, leaving the Club Executive to concentrate on other areas of activity.

The following are examples of sub-committees that can exist in clubs:

Club na nÓg - Clubs Juvenile Section

The juvenile affairs of a Club must be managed by a Club na nÓg Committee, which is a sub-committee of the main Executive Committee. A Club na nÓg may be set up within the Club structure, subject to the authority of the Club Executive Committee and shall be delegated powers and responsibilities by the Club Executive Committee in accordance with the Club constitution.

Finance Sub Committee

This sub-committee should be responsible for fund-raising and/or have an advisory and monitoring role in regard to general finance, e.g. formulation, monitoring and control of budgets. The Club Treasurer should be chairperson of this committee.

Coaching and Games Development Sub Committee

This sub-committee should be responsible for ensuring that a sufficient games programme exists in the Club and that various GAA Games Development initiatives are being used to maximum potential. It should also ensure that there is a Club/school link in operation in the Club. The Club Coaching and Games Officer should be chairperson of this committee.

Social and Cultural Sub Committee

This sub-committee should plan a programme of social and cultural activity involving as many people as possible. It should include in its programme, a plan for active

cooperation in the promotion of the Irish language, music etc. The Club Irish Language and Cultural Officer should be Chairman of this committee.

Membership and Registration Sub Committee

The responsibility of this sub-committee is to ensure that all Club members, players and officials are registered in accordance with rule. The sub-committee should also ensure that team list and age regulations are complied with. The Club Registrar should be chairperson of this committee.

Pitch Maintenance Sub-Committee Sub Committee

This group should be responsible for maintaining the Club playing fields and making sure that all is in order for the playing of games. The Club Development Officer should be chairperson of this committee.

