

**Gaelic Football & Hurling
Association of Australia**

THE SECRETARY



THE SECRETARY

Aims and Objectives

The aim of the course is to provide a focused programme of information and interaction for the G.F.& H.A. Club Secretary, and to provide the participants with an opportunity to:-

- expand on their current knowledge and understanding of the role and responsibilities of the Secretary
- gain further insight into the role of the Secretary with particular reference to communicating with and working with the State Secretary.
- gain some further information regarding the use of leadership, delegation and teamwork skills.
- develop a short, medium and long term plan for use within the club.

THE SECRETARY

Group Discussions

Please indicate the issues/points you would like to see addressed during this programme under the following headings:

1. Duties of Club Secretary

List the aspects/parts of your work as Club Secretary which are the most time consuming.

2. Club Administration

List any items you would like to have addressed, with reference to Club Administration in general.

3. Planning

List one or two areas you would like to see developed in your club:-
in the short term (1 to 12 months)
in the longer term (1 to 5 years).

4. Effective Meetings

As Secretaries, how can we make our meetings more effective?

Desirable qualities for the position of the Secretary

- **A good organiser**
- **Tidy**
- **Methodical**
- **Tactful**
- **Efficient**
- **Friendly**
- **Reliable**



The Secretary

MAIN DUTIES

Centre around -

¥ MEETINGS

¥ RECORDS

¥ CORRESPONDENCE

MEETINGS

Work before, during and arising out of meetings including the A.G.M.

A.G.M.

Written Notice to all Full Members

Business (Agenda)

Motions

Nominations

SPECIAL GENERAL MEETING

Circumstances/Procedures

Minimum notice - 5 days

Agenda - specific and confined

The Secretary

CORRESPONDENCE

Outgoing (copy)

Incoming (originals)

Form filling/signing

Match Notices

**Documentation from -
State Association**



The Secretary

CORRESPONDENCE

Meetings: Minutes (approved, signed, bound)

- Administrative control
- Historical value

Property: Title Deeds (copies)

Deed of Trust

Record of Trustees

Insurance policies /documentation

Inventory:

- Real Property
- Personal Property (assets, equipment etc.)

Games: Fixture Lists

Games Results

Analysis - by team, code

Other: Membership, By-laws

The State Secretary

Key Resource

The Official Guide

(includes Club Constitution)



Communicating and Working with The State Secretary

Club A.G.M.

- Democratic process starts here
- Ideally, should be held before State Convention
- Report outcomes to the State Secretary

State Convention

- Club input

Importance of position of Club Delegate to the State Committee

Club Delegate to State Committee

RESPONSIBILITIES AND DUTIES

Principal Responsibilities:

- 1.** To contribute on behalf of his/her Club, to the effective administration of State Committee Affairs.
- 2.** To represent Club interests and views at State Committee meetings.
- 3.** To ensure regular, appropriate and concise communication between Club and State Committee.

Club Delegate to State Committee

DUTIES INCLUDE:

To attend all State Meetings

- to partake, as required in discussion and decision making with regard to State matters.
- to express, as appropriate, club views/needs at State level (the delegate must take regular briefings from the Club Executive in order to carry out this task).

To report, at least monthly, to the Club Executive on State Committee matters*

- to convey general information
- to keep Executive advised on Club fixtures subject to official confirmation by the State Secretary.

**Where the Club Delegate is not a member of the Club Executive, the President should allow time where appropriate at Executive meetings for “The Report of Club Delegate to State Committee” - which should feature as an agenda item.*

Classes of Membership

- **Full** (Ordinary)
- **Honorary**
- **Temporary** (Social)
- **Youth**

All Classes elected by Executive Committee

G.F.&H.A. Club Membership

FULL MEMBER

■ Application

■ Decision by Executive

■ Notification to applicant

(i) Membership **ceases** when member fails to pay annual subscription by due date.

(ii) Membership may be renewed **only** by compliance with the Rules of Constitution

i.e. Prescribed application form must be completed by applicant and processed by Club as for a new member.

Membership Application



Gaelic Football & Hurling Association
OF
AUSTRALASIA

CLUB MEMBERSHIP APPLICATION FORM

I WISH TO APPLY FOR MEMBERSHIP OFG.F.C.
I SUBSCRIBE TO AND UNDERTAKE TO FURTHER THE AIMS AND
OBJECTIVES OF THE GAELIC FOOTBALL AND HURLING ASSOCIATION OF
AUSTRALASIA and MY STATE ASSOCIATION AS OUTLINED HERE AND AS
STATED IN GENERAL RULES AND IN THE CLUB CONSTITUTION.

THE BASIC AIM OF THE CLUB IS TO FOSTER AND PROMOTE THE
GAMES OF GAELIC FOOTBALL/HURLING IN THE COMMUNITY.

MEMBERSHIP IS SOUGHT IN THE FOLLOWING CATEGORY.
(tick as appropriate)

FULL [] YOUTH [] SOCIAL []

NAME:

SIGNED:

ADDRESS:

.....

.....

PHONE:(H).....(M)

EMAIL: DATE: / /

APPROVED: (REGISTRAR) DATE: / /

MEMBERSHIP PAID: \$ DATE: /



- **Fixtures**

 - Refer State by-laws

- **Referees Reports**

 - Responsibilities

- **Transfers**

 - Inter Club

 - Interstate

 - International



Effective Meetings

The President and The Secretary should be sure that the purpose of **each meeting** and **each item** on the agenda, is clearly understood by the members:

It may be:-

- To share ideas and information only
- To brief members before action
- To generate new ideas
- To make a decision
- To make a recommendation

Effective Meetings

Preparation of Meetings

The President and The Secretary should:

- Agree an agenda
(there should always be a written agenda)
- Know what will be coming up
- Check on follow-up actions
- Consider how to address contentious issues

Effective Meetings

The Agenda

A well constructed, appropriate agenda will help to make your meetings more effective. Important or urgent items should come at the top of the Agenda



Effective Meetings

The President and The Secretary should establish Ground Rules.

State the ground rules at the beginning of the meeting.

Here are a few examples:

- **Meetings will start and end on time.
(Suggestion: Agree a target finishing time)**
- **Everyone will participate.**
- **Comments will be non-judgmental.**
- **No one will interrupt anyone else.**
- **Assigned tasks will be done on time.**
- **All meetings will be formally closed and next meeting date agreed.**

Sample Agenda

- 1. Minutes**
 - 2. Matters Arising**
 - 3. Correspondence**
 - 4. Financial report**
 - 5. Registrar's Report**
 - 6. Fixtures**
 - 7. Fund-raising**
 - 8. Other activities**
 - 9. Any other notified business**
- 

Executive Meetings

If not held monthly, notice should be issued.

Ideally, agenda should be enclosed.

The Secretary is responsible for organising and checking the meeting venue.

Executive Meetings

At The Meeting:

The Secretary records:-

Attendance

Apologies

Decisions taken

Action (By whom, by when)

After The Meeting:

The Secretary deals with:-

Tasks assigned to self Correspondence
(where relevant)

Tracking tasks assigned to other members

Executive Committee

Main Functions:

- deciding on all applications for membership;
- deciding on areas to be controlled by sub-committees, defining duties and co-ordinating their activities;
- preparing by-laws if necessary for the proper control and management of the club;
- administering the business affairs of the club and property under its control;
- dealing with matters of discipline within the club;
- ensuring compliance of all members with the statutory requirements of the Registration of Clubs;

Preparation for AGM

- 3 weeks in advance** the Secretary should send out
- (a) Notices containing date, time, place and Agenda of AGM
 - (b) Nomination Form including Form for Notices of Motion
 - (c) (Return Date)

1 week in advance the secretary should send out
List of Nominations (Alphabetical Order)
Annual Report and Club Accounts.

The secretary is responsible for all arrangements relating to The AGM

Nomination Form

Club _____

To be returned to the Secretary not later than _____

President _____

Vice President _____

Secretary _____

Treasurer _____

Registrar _____

Committee

The consent of the persons being nominated should be obtained in advance

Motions

Signature _____ Date _____

Club Annual General Meeting

Should be properly convened and organised.

This general meeting should:

- A.** review the work of the previous year ideally, reports of The Secretary and The Treasurer should be circulated to members in advance
- B.** elect officers and executive committee members
- C.** get members views on Club and Association policy
- D.** consider club policy and revise or endorse
- E.** make submissions through motions to State Committee on the framing of policy and dealing with the Rules of the Association.

Management

What is Management?

“Management is the efficient and effective use of resources to achieve results with and through the efforts of other people”



Leadership and Planning

ASSESS:

- **Where are we now?**
 - (strengths and weaknesses)
- **Where do we want to go?**
 - (goals, aims, objectives)
- **How do we get there?**

**PLAN YOUR WORK
AND
WORK YOUR PLAN**

Leadership and Planning

SMARTER GOALS

Specific: State exactly what you want to achieve.

Measurable: How will you know when you have succeeded?

Achievable: Be realistic but aim to stretch yourself

Relevant: Goals must mean something.

Will you feel proud, happy and satisfied when goals are achieved?

Timed: Set realistic time targets. Many goals have supporting goals. Pin-pointing a time for achieving these milestones can help break down large tasks.

Exciting: Exciting goals will stimulate you into action

Reviewed: Goals should be reviewed on a regular basis and at least once a year.

Project Conclusion

- **End of a Project**
- **Life of a Sub-Committee**
- **Re-appointment after AGM**
(if necessary)



Develop Your Plan

Failing to Plan is Planning to Fail

Write down three GOALS for your club:

- 1. Short Term -**
(over the next three months)
- 2. Medium Term -**
(within the next six months)
- 3. Long Term -**
(within the next year)

