

## Secretary



*The chairperson is the chief administrator in the club and is involved with the practical running of the club. The duties are many and varied and call for a high degree of dedication. It is essential that secretary works as a team with the Chairperson.*

### **The Qualities of a Secretary:**

- Good organiser
- Efficient
- Logical
- Tactful
- Reliable

### **Key Responsibilities**

1. Deal with **correspondence** from county board, provincial and central council.
2. Internal and external **communication**. It is essential that the secretary forwards information to the relevant people in the club to ensure everyone is up to date or notifies clubs of information forwarded from head office of other bodies rather than waiting for county board meeting.
3. Deal with and sign **transfers** (inter-club and inter-county) and sanctions. These forms should be forwarded to the relevant body.
  - a. Inter-club Transfer within County – sent to county secretary
  - b. Inter-club/County Transfers within Province – sent to Provincial administrator
  - c. Inter-club/ County Transfers outside the Province – sent to Head Office
  - d. Summer Sanctions – forwarded to Head Office for approval

*Important to inform Head Office of return of players on Summer Sanctions to Ireland*
4. Ensure players have correctly completed **injury forms**, i.e. all sections are completed, all information is correct and all signatures are obtained. When the form is in order, it should be signed and forwarded immediately to LGFA, Croke Park, Dublin 3.
5. Prepare Annual Secretary's **Report** for AGM – this is very important as it outlines the club's annual progress, work load completed and achievements met.
6. Should a county secretary receive a Code of Ethics **complaint** they should follow the correct procedure outlined in the Code of Ethics and Good Practice for Young Players and pass the complaint to the children's officer.
7. The secretary needs to seek permission for club **challenge games** as follows:
  - a. Against team within county – permission from county secretary
  - b. Against a team within the province – permission from provincial administrator
  - c. Against a team outside the province – permission sought from head office

Permission should be sought in writing, outlining team details, venue, date and time before close of business a minimum of one day before the game. (Friday if match at weekend)
8. The secretary should always have a current copy of the **Official Guide** and be familiar with the requirements dealing with club activities.

## Meetings

A committee should hold regular meetings even if at times there appears to be little done. It is helpful to specify a night, for example, the last Tuesday of each month. The secretary usually calls a meeting and it is important that members are notified in advance and an agenda provided where possible. The chairperson and secretary should meet before the meeting and go through the agenda. The secretary must then prepare the business for the meeting, i.e. get together any information that may be required.

During the meeting, the secretary must record the attendance of each member and apologies for absence. After the meeting, the secretary must write up the minutes and only record what was dealt with and what decisions were taken, however the main points raised in a discussion may need to be recorded. Minutes should be written in a proper minute book.

## Agenda Setting

- ✓ All items on the agenda should be capable of being dealt within the time allocated for the meeting
- ✓ No one or two word items
- ✓ Matters should be in order of priority, with urgent matters first
- ✓ Allowing for urgency and importance, matters on the agenda have a logical sequence

An agenda should be along the following lines:

- Minutes
- Matters arising
- Correspondence (for letters etc. not relevant anywhere else on agenda)
- Report from any sub-committees
- Fixtures and transport if required
- Finance
- Fundraising
- Other activities
- Any other business (AOB)

