

## Chairperson



*The chairperson is the principal officer of a club. As well as chairing the club executive and other meetings, the chairperson has prime responsibility for ensuring that the club is a well organised and well managed.*

### **The Qualities of a Chairperson:**

- The Chairperson is a leader and a manager. They must have:
  - Dedication – the Ladies Gaelic Football Association, the County/ Club must come high in their priorities
  - Knowledge – must know what the LGFA is about and become familiar with the LGFA Official Guide
  - Power of Persuasion – not as a dictator but must be able to motivate and handle people
  - Integrity – the Chair represents the County/Club
  
- The Chairperson should be someone
  - who has time to do the job
  - who has a genuine interest
  - who has leadership qualities

The Chairperson holds a key position. As Chairperson he/she is responsible for the efficient working of the County/Club Executive as well as the Sub-Committees. To achieve this they must be prepared to lead and inspire confidence in those around them. They must be prepared to use initiative and to remember that good relations must exist to get the best possible return for all members. The Chairperson should make every effort to project a good image and lay a proper foundation by ensuring that all players and members act with a proper sense of sportsmanship at all times. One of the Chairperson's main duties is to see that the business of meetings is carried out as well as possible.

### **Key Responsibilities**

1. Uphold the Constitution of the LGFA, through knowledge of The Official Guide and County Bye-laws
2. Know/be aware of National policies, directives and programs
3. Strive continuously to improve running of County/Club Committees
4. Insist on high standards of integrity, sportsmanship and discipline
5. Give active support to Club teams while maintaining proper control and management, in conjunction with the Club Secretary
6. Act as Chair at all Committee and other relevant meetings
7. Act as ex-officio member of all County/Club sub-committees

8. Understand and implement accepted procedures for meetings
9. Officially represent the County/Club at various functions as required
10. Provide leadership and lead by example
11. Motivate through delegation and sharing of workloads to receive full co-operation of the County/Club officers
12. Acknowledge work done, give encouragement and give credit
13. Encourage personal growth and development of members –
  - a. Potential officers
  - b. Recruitment of new players/members
14. Focus on the future and involve others in planning on the basis of selected priorities
15. Liaise with Secretary on a regular basis
16. To liaise with and keep in touch with the Provincial/County Board

## Meetings

The Chairperson has more authority than any other member of the committee, the responsibility for seeing that the meeting achieves its purpose rests with the Chair.

- Ensure that the meeting is effective, guide rather than lead the officers
- Prepare or obtain an agenda for all meetings, and familiarise with this agenda prior to this meeting
- Decide what items are priorities of the meeting and leave less important matters to be decided at a later date if necessary
- Arrive at the venue of the meeting before the appointed time to discuss the agenda with the Secretary
- Keep to the point and see that others do likewise. Do not allow talkative members to dominate the meeting
- Close the discussion on a subject when it has gone on long enough
- Summarise the points made and make sure that members understand the decision(s) they are taking
- See that all speakers address the Chair and do not engage in cross-talk with each other. This formality should be followed even at small committee meetings
- Be tolerant to reasonable interjections but prevent excess heckling
- Adopt a neutral attitude and remain impartial especially where a matter is contentious
- Take follow-up action following the meeting (in close liaison with the Secretary)

**The following definitions are important in terms of the role of the Club Chairperson.**

*Management – The act of getting people together to accomplish desired goals and objectives.*

*Leadership – About motivating a group of people to act towards achieving a common goal.*

