



Owen Roe O'Neill's SAC Leckpatrick



AN RÚNAÍ / 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 byelaws.

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 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 e-mail.

The qualities to be good a Secretary are;

- Be methodical and reliable
- Good Communication skills
- Be impartial
- Good Planning





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- 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 Meeting
- 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



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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.

In Brief, the Secretary.....

- Is the administrative hub of the Club.
- Acts as the point of Club contact.
- Sends and receives correspondence on behalf of the Club.
- Takes and keeps minutes of Executive Committee meetings and AGMs.
- Keeps Club files and records.
- Works closely with the Chair.
- Knows how to say "No" to extra work (too often Club Secretaries are expected to do everything!).
- Contributes at County level as appropriate.

It is good practice for a Secretary to serve no more than five years in office, (three years would be preferable) to encourage other committee members to serve in the position.



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Role of Rúnaí

The main responsibilities of An Runai can be summarised as follows:

- 1:** Preparing for Monthly meetings and AGM
- 2:** Communication to members, players and supporters and with County, Provincial and national bodies
- 3:** Administration of Membership and Registration, Players Injury Scheme and County/Provincial and national Boards requirements re: membership/registration.
- 4:** Club Planning: Assisting in developing a vision for the Club
- 5:** Following up after meetings on tasks assigned to self, any correspondence and in conjunction with An Cathaoirleach - tracking tasks assigned to other members
- 6:** Internal Communication with:
 - Club Officers
 - Executive committee and Sub-Committee Members
 - Players
 - Mentors
 - Parents
 - Supporters
 - Active members (volunteers)
 - County Board
- 7:** External Communication with:
 - Club members (non-active)
 - The community in general
 - Parents



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8: Handling of correspondence

- Read and reply to all correspondence quickly.
- Keep a copy of all correspondence sent and received.
- File copies of correspondence under appropriate headings e.g County Board, Divisional Committee, Fundraising etc.
- Be up to date with all correspondence before meetings

9: Correspondence - Games

- Fixture Lists
- Make-up and sign team lists for referee at games
- Substitution slips
- Communicating and working with An Runaí Contae and CCC

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