

Article 13 of the Galway Bohemians AFC Club Constitution determines that officials are elected by the members to form a leadership council known as the committee.

This article requires a minimum committee of three members, 1) Chairperson 2) Secretary 3) Treasurer and a fourth 4) Childrens Officer if an underage team(s) exist at the Club. The members and/or the committee can then appoint person(s) to additional roles as required. The committee may contain general committee members that do not fulfil any specific role from the organisational chart above.

General Guidelines for Committee Members

- Do not place self-interest above the needs of the club.
- Find more information on issues that you are confused about or that may have legal implications.
- Show care and diligence when acting as a member of the management committee.
- Regularly attend committee meetings to stay involved and informed.
- Always act in ways that show good will and good faith.
- Do not gain financially from your position or any information obtained from being a member.
- Make yourself aware of the club's financial situation.
- At meetings, respect the Chairperson and the agreed meeting protocols.
- Treat the deliberations at meetings as confidential to the meeting itself.
- Support the decisions of the committee or, at a minimum, do not seek to undermine them even if you disagree.

Committee Responsibilities

- Managing the financial matters of the club.
- Managing the legal matters of the club.
- Managing relationships with key stakeholders.
- Setting the aims and objectives of the club.
- Communicating with the members.
- Conducting long-term planning of activities.
- Overseeing the running of all club business on a day to day basis.
- Organising the running of and recording the meetings of the club.
- Organising and running the club's AGM.
- Providing role descriptions to volunteers.
- Developing and ensuring the implementation of policies and procedures.
- Representing the club locally, regionally and nationally.

Committee Role Descriptions.

- Individual Role Descriptions are specified below.
- Any assistant position will become familiar with the role description they are assisting and will help that person achieve their objectives.

Role of the Chairperson - see Designated Liaison Person below also

(To be Printed and Signed by the person appointed to the Role)

Overview:

The Chairperson is responsible to and acts on behalf of the club committee. The Chairperson presides over meetings and helps the committee prioritise goals and keeps the committee on track by working within the club's framework. The Chairperson enables decision making and oversees the implementation of those decisions alongside the committee.

Responsibilities:

- Chair committee meetings and the club's AGM.
- Assist the Secretary to produce the agendas for meetings.
- Assist the committee in making decisions for the benefit of the whole club including disciplinary matters and strategic planning.
- Provide a report on activities to the membership at the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members and inline with club policies.
- Initiate the review of the Constitution, By-Laws, policies and rules when appropriate.
- Be a facilitator for club activities.
- Liaise with relevant stakeholders including local authorities, affiliated leagues and the FAI.
- Act on behalf of the committee.
- The Chairperson is also the Designated Liaison Person in accordance with the FAI Child Welfare and Safeguarding policy.

A good Chairperson will be:

- A strong leader.
- Well organised and have good communication skills.
- Able to maintain confidentiality.
- Able to delegate and action tasks.
- Be able to be impartial.
- A good planner.
- Alert to constitutional and legal requirements.
- Enthusiastic about the sport.
- Interested in people.
- Able to lead and supervise others.
- A strategic thinker – able to plan ahead.
- Aware of the key agencies that can support the club and the club can work with.

Hrs per week: Minimum of 3

The Chairperson is appointed for a Single Term at the AGM each season.

Signed: _____

Date: _____

Role of the Secretary

(To be Printed and Signed by the person appointed to the Role)

Overview:

The Secretary acts as the primary administrator for the club. The Secretary carries out or oversees administrative duties on behalf of the committee. The Secretary has an essential role within the club, with a close involvement in the general running of the club. The secretary and his/her assistant provide the main point of contact for people within and outside the club. The secretary will have a close working relationship with the chairperson.

Responsibilities:

- Attending league meetings.
- Affiliating the club to the Football Association of Ireland.
- Affiliating the club to the league(s).
- Registering players to the league(s).
- Dealing with correspondence.
- Organising the club AGM and other club meetings.
- Taking minutes of meetings and sending correspondence to members.
- Representing the club at external meetings at the direction of the main committee.
- Taking minutes and disseminating information for the committee.

A good Secretary will:

- Be very well organised.
- Have good administration skills.
- Have excellent communications skills.
- Be able to maintain confidentiality.
- Be able to delegate actions and tasks and provide support.
- Be impartial.
- Be a good planner.
- Be alert to constitutional and legal requirements.
- Be a strategic thinker – able to plan ahead.
- Be aware of the key agencies that can support the club and the club can work with.

Hrs per week: Minimum of 5

The Secretary is appointed for a Single Term at the AGM each season.

Signed: _____

Date: _____

Role of the Treasurer

(To be Printed and Signed by the person appointed to the Role)

Overview:

The club Treasurer is responsible to the club committee. The Treasurer maintains a record of all financial transactions under-taken by the club and alongside the committee ensures the club's financial well-being.

Responsibilities:

- Collecting fees and all monies due to the club.
- Paying the bills and recording information.
- Keeping up to date records of all financial transactions.
- Ensuring that all cash and cheques are promptly deposited.
- Ensuring that funds are spent properly.
- Ensuring receipts are issued for all money received.
- Reporting regularly to the committee on the financial position of the club.
- Preparing a year-end statement of accounts.
- Arranging for the statement of accounts to be audited
- Presenting an end of year financial report to the AGM.
- Financial planning including producing an annual budget and monitoring it throughout the year in line with the club committee.
- Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE returns, grant reports). Even if these duties are delegated to another officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is completed correctly.

A good Treasurer will be:

- Well organised.
- Able to keep records
- Careful when handling money and cheques.
- Honest.
- Able to answer questions in meetings.
- Confident handling figures.
- A good decision maker.
- Able to delegate actions and tasks.
- Aware of the key agencies that can support the club and the club can work with.

Hrs per week: Minimum of 1 (may increase or decrease depending on time of year or month)

The Treasurer is appointed for a Single Term at the AGM each season.

Signed: _____

Date: _____

Club Children's Officer

(To be Printed and Signed by the person appointed to the Role)

Overview:

The Club Children's Officer's role is to promote and implement the club's policies and procedures for the protection of children and vulnerable persons in line with the FAI and Galway Bohemians AFC Child Welfare and Safeguarding Policies and legislation.

Responsibilities:

- Act as a resource to members with regard to children's issues and also ensure that children have a voice in the running of the club and can freely talk about their experiences.
- The Children's Officer should be a member of or have access to, the Club Management Committee.
- To undertake the role of Children's Officer, the individual must have completed the Safeguarding 1 and Safeguarding 2 courses.
- Be familiar with the FAI Child Welfare and Safeguarding policy and any other relevant guidelines.
- Implement Child centred policies and procedures within the club.
- Ensure safe recruitment procedures are in place.
- Have completed the Risk Assessment and Child Safeguarding Statement.
- Promotion of Child Safeguarding Statement and be the first point of call.
- Host regular information meetings and get parental involvement.
- Ensure that Club members are adequately trained and adhere to the Child Welfare and Safeguarding Policy.
- Ensure that there are accurate and up to date records of coaches and volunteers training and Garda Vetting Clearance.
- Handle any complaints received regarding poor practise.
- Make contact with League, Affiliate and National roles.

A good Child Welfare Officer will be:

- Approachable and friendly.
- Good listener/effective communicator.
- Confident, with good leadership skills.
- Knowledge of child protection policies and procedures and Criminal Records checks.
- Knowledge of the Data Protection Act.
- Ability to deal with confidential matters.
- Tactful when dealing with sensitive issues.
- Prepared to pass on concerns to professional agencies when necessary.

Hrs per week: Minimum of 1 (may increase or decrease)

The Childrens Officer is appointed for a Single Term at the AGM each season.

Signed: _____

Date: _____

Role of the Public Relations Officer (PRO)

(To be Printed and Signed by the person appointed to the Role)

Overview:

Public Relations is the practice of managing the flow of information between your club and the public through various channels, representing the image and reputation of your club in a positive manner. The club does some fantastic and hard work. Your role as club PRO is to make sure that people are aware of it.

Responsibilities:

- Present the club in a positive manner.
- Liaise with club committee, officers and officials to ensure that all key events, news and initiatives can be communicated.
- Publicise club activities such as games, open days, training sessions, player recruitment drives, fundraising efforts, selection of players for representative teams, etc.
- Develop a good working relationship with media – newspapers, radio, etc. in your area.
- Be accessible to media and local groups – liaising with and answering queries from media, individuals and organisations via telephone, email and other channels where required.
- Submit fixture lists, scores, and match reports where possible.
- Develop a good relationship with key community groups / centres and schools in your area.
- Maintain club website & social media channels.
- Devise and implement opportunities to promote the club.

A good Public Relations Officer will be:

- Passionate about the club, and football in general.
- Good communication skills.
- Forward & progressive thinker.
- Good relationship builder.
- I.T proficient.

Hrs per week: Minimum of 1 (may increase or decrease)

The Public Relations Officer is appointed for _____ months/years by the Committee or Members.

Signed: _____

Date: _____

Role of the Coaching Coordinator

(To be Printed and Signed by the person appointed to the Role)

Overview:

Responsible to the committee the Coaching Coordinator implements an overall strategy for player development and coaching through all levels at the club in line with the FAI's Player Development Plan. The Coaching Coordinator ensures that this is applied by all coaches.

The Coaching coordinator will also be required to advise each coach and team to help achieve the club's overall objectives.

Responsibilities:

- Work closely with club committee to develop the club's overall strategy.
- Be the point of contact for committee members and coaches for all coaching & player development matters.
- Have a sound understanding of the club's rules, regulations & codes.
- Maintain close relationships with all coaches to ensure objectives are being met.
- Develop and manage a budget for coaching within the club in partnership with the Treasurer.
- Ensure there are enough coaches to fulfil minimum requirement with each team.
- Ensure all Coaches have the appropriate qualifications & maintain a coaching register.
- Arrange regular coaching meetings and in-club workshops.

A good Coaching Coordinator will:

- Have a genuine interest in Football & Player Development.
- Understand Coaching Philosophies, Development and Sports Science.
- Promote up-skilling / Continuous Professional Development (CPD) for Coaches.
- Foster a climate of positivity and confidence for Coaches.
- Ensure Coaches are adhering to the FAI's Player Development Plan.
- Continually seek out coaches and recruit where possible.
- Be aware of all upcoming FAI Coaching Courses and Workshops in your area and promote them within the club.
- Liaise regularly with the local FAI Development Officer.
- Link in with local schools.
- Communicate well and be approachable at all times.

Hrs per week: Minimum of 3 (may increase or decrease)

The Coaching Coordinator is appointed for _____ months/years by the Committee or Members.

Signed: _____

Date: _____

Role of the Volunteer Coordinator

(To be Printed and Signed by the person appointed to the Role)

Overview:

The Volunteer Coordinator acts on behalf of the committee and leads the retention, training, organisation, recruitment and welfare of volunteers in the club.

Responsibilities:

- Provide a focal point for volunteers and volunteering within the club.
- Facilitate the recruitment, retention, recognition, and reward of volunteers within the club.
- Determine each year the jobs/tasks required to run effectively and match volunteer skills and interests to those positions.
- Ensure that new volunteers are welcomed appropriately and are clear on their role/ responsibilities including whom to approach if any difficulties are encountered.
- Responsible for the induction of volunteers.
- Issue documentation that clearly sets out each volunteer's role.
- Ensure individual volunteers are given appropriate support.

A good Volunteer Coordinator will be:

- Well organised with good communication skills.
- A good planner.
- Excellent at building relationships.
- Enthusiastic about the club.
- Interested in people.
- A good understanding of how the club works.
- Good knowledge of all the roles within the club.
- Trustworthy and able to maintain confidentiality.
- Able to provide support for and advocate for volunteers in the club.

Hrs per month: Minimum of 1 (may increase or decrease)

The Volunteer Coordinator is appointed for _____ months/years by the Committee or Members.

Signed: _____ **Date:** _____

Role of the Designated Liaison Person

Overview:

The role and responsibilities of the Designated Liaison Person is assigned to the Chairperson. Support and advice is available from the Football Association of Ireland's Child Welfare and Safeguarding Manager, who is also the Mandated Person.

Responsibilities:

- The Designated Liaison Person is responsible for reporting allegations or suspicions of Child abuse to Tusla and/or An Garda Siochana.
- To undertake the role of Designated Liaison Person, the individual must have completed the Safeguarding 1 and Safeguarding 3 course.
- Make the name and contact details of the Designated Liaison Person available to all in the club.
- Have knowledge of the Code of Ethics, and statutory requirements.
- Have a knowledge of categories and indicators of abuse.
- Be familiar with and able to carry out reporting procedures using the correct forms.
- Communicate with parents and/or agencies as appropriate.
- Assist with the ongoing implementation of safeguarding training.
- Be aware of local contacts and services in relation to Child protection, i.e. principal and duty social workers and their contacts.
- To inform duty social worker in Tusla – Child and Family agency and/ or An Garda Siochana of relevant concerns about individual children, using the Standard Reporting Form, keep a copy of this form and ensure acknowledgement of receipt of this form.
- Reporting poor practise to their relevant governing body having ensured that any concerns regarding child protection issues have been reported to the relevant Statutory Authority.
- Advise Administrators on issues of confidentiality, record keeping and data protection.

Designated Liaison Persons do not have the responsibility of investigating or validating Child protection concerns within the Club/League and have no counselling or therapeutic role. This responsibility lies with the Gardaí, Tusla or the HSE.

Role of the Safety Coordinator

(To be Printed and Signed by the person appointed to the Role)

The following are draft guidelines for the role of Safety Coordinator for the club and not classed as legal duties. If the club becomes a workplace, then further competent advice will be required regarding the implementation of the Safety Statement and safety arrangements, and safety sub-committee and/or safety representative roles, however for the purpose of this document the role is envisaged to be undertaken on a voluntary basis. Ultimately it is the club's responsibility to establish and maintain a safe environment and eliminate or at least minimise risks. The aim of the Safety Coordinator role is to establish a safer environment and encourage a safe culture for the users, with the support of the Chairperson and Committee, and in consultation with the members. The role includes but is not limited to:

- Assist the Committee with the developing, implementation and maintenance of safety arrangements.
- To be familiar with the Safety Statement and safety arrangements for the club.
- Ensure the Safety Policy is displayed prominently within the club.
- Promote safety awareness in the club.
- Ensure there is a fire register for the club (if applicable) and organise all necessary training. Record all evacuation drills and results of same.
- Collaborate with managers, coaches, leaders etc. to coordinate and implement the safety arrangements.
- Monitor the implementation of the safety arrangements and report any shortage, defects or incompliance.
- Monitor activities and ensure arrangements are being adhered to. Intervene when/where required.
- Identify the need for, and organise, training for applicable personnel.
- Ensure all/any accidents/incidents are correctly documented using the Accident/Incident report form and investigated by the necessary committee member and/or consultant. Organise for the documents relating to any accidents or incidents to be saved correctly.
- Ensure a communications process with, and for, the Committee is established. This may involve the establishment of a safety sub-committee, depending on the size of the club at the time.
- Carry out or organise regular inspections / audits in the club to determine any hazards that require attention and report the finding(s) to the Committee.
- Determine the competency of contractors / traders used for works in the club before any works commence.
- Maintain records of tests, inspections, and /or examinations etc. on any plant, machinery and/or equipment etc. within the club or required for any activities.

When selecting the Safety Coordinator consider the above role and key requirements for this role. It is recommended the person has at least the following:

- Good communication and advisory skills.
- Proficient administration skills.

Hrs per month: Minimum of 4 (may increase or decrease)

The Safety Coordinator is appointed for _____ months/years by the Committee or Members.

Signed: _____

Date: _____