



# Club Committee Structure

Last revised – January 2023



WHERE WE  
ALL BELONG

INVESTING IN LEADERS, INVESTING IN YOU.

All clubs need to have a committee structure in place to facilitate the organisation and the management of Club activities. Every Club is required by rule to have a Club Executive Committee. Clubs may also have a number of sub-committees in place to help with certain aspects of administration and activity.

## THE CLUB EXECUTIVE COMMITTEE

The Club Executive Committee is the controlling body of the Club, managing the business and affairs of the Club (rule 7.1 of the Club Constitution). It is vital that the Executive Committee is active and well managed.

Rule 7.2 of the Club Constitution outlines the composition of the committee:

- *The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Registrar, Officer for Irish Language and Culture, Public Relations Officer, Children’s Officer, Coaching Officer, one Players’ Representative, and at least five, but no more than ten other Full Members.*

The Executive Committee, shall be elected by the Full Members present, entitled to vote and voting at the Annual General Meeting. Exceptions: The Children’s Officer, Coaching Officer and the Officer for Irish Language and Culture, and the Players’ Representative, who shall have participated as a player with the Club within the previous 48 weeks, shall be appointed at the Annual General Meeting on the recommendation of the outgoing Executive Committee.

Note: Club can make amendments to their constitution to reflect how many full members (greater than five) sit on the Executive and what officer positions those officers hold. Any such amendment must be passed by the County Committee and must conform to general rule.

E.G. The Sample Committee outlined in the next page, adheres to rule 7.2 of the Club Constitution. It includes the officers specifically listed in this rule and at least five other full members. In this example there are seven full members other than the ones specifically listed in rule 7.2. All of these are specific office holders in the Club.

## SAMPLE COMMITTEE

Chairperson	Vice-Treasurer
Vice-Chairperson	Vice-Secretary
Treasurer	Children’s Officer
Secretary	Insurance Officer

Registrar	Office for Irish Language & Culture
Coaching & Games Officer	Players Representative
P.R.O.	Development Officer

\*Clubs should remember that a big number on the Executive does not necessarily mean that the Executive will operate more efficiently. It is recommended that each member of the Club Executive should have specific responsibility for some aspect of activity within the Club\*

The Club Executive is required to meet at least once each quarter with four members present constituting a quorum (rule 7.8 of the Club Constitution). However, it is recommended that the Club Executive meet at least ten times per year, which is the minimum number of meetings required for most clubs to function.

### CLUB SUB-COMMITTEES – AIM TO SHARE THE WORKLOAD

The AGM of a Club elects the Executive Committee to administer and manage the business affairs of the Club. However, one of the most effective methods of sharing and delegating work in the Club is through the appointment of Sub-Committees.

The appointment of Sub-Committees is a valuable way of involving and interesting a large number of Club members in management and policy making by giving them a definite party to play in the life of the Club.

There are advantages for the Club in the appointment of sub-committees in that they allow for decision making by a smaller group while allowing members with specific expertise to concentrate on their particular area of interest.

### APPOINTING AND MANAGING SUB-COMMITTEES

Generally, a sub-committee is appointed to take charge of one part of the Club’s activities, E.G. Finance, Games Development etc. The Executive Committee has the sole right to appoint sub-committees in the Club (rule 7.14 of the Club Constitution) and has the power to nominate the chairperson of the Club sub-committee (rule 7.16 of the Club Constitution). It is advised but not always necessary that the Executive Committee should appoint one of its members as the sub-committee chairperson and he/she can then report regularly to the Executive Committee.

It is recommended that a sub-committee should consist of no more than five members and should report to each Executive Committee Meeting. Sub-committees are generally quite small but can be given powers of co-option of people outside of the Executive Committee who are considered to have particular expertise in a certain area.

The Executive Committee also defines the duties of each sub-committee and retains full control in all matters and activities of the sub-committee, including the disposal of any funds (rule 7.15 of the Club Constitution). It is also important to note that the Chairperson, Vice-Chairperson, Secretary and Treasurer of the Club Executive Committee are ex-officio members of all sub-committees (rule 7.17 of the Club Constitution).

## FINDING THE PEOPLE

Sharing the work depends on finding people with whom to share it. There is now definitive way of doing this. It depends very much on personal contact and friendly persuasion, perhaps asking first for help with one special event. Never refuse an offer to help. Always support and praise, never discourage or criticise and dissuades others.

## HOW MANY SUB-COMMITTEES SHOULD A CLUB HAVE?

This depends entirely on each individual Club. Some clubs may find that the Executive Committee is the only committee required to administer the Club, others may find that one or two sub-committees are needed. The decision to set up sub-committees is entirely up to each individual Club. However, it is worth noting that a small group of three or so people can work effectively on one particular topic – such as fundraising, which leaves the Club Executive to concentrate on other areas of activity.

The following are examples of sub-committees that can exist in clubs:

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### CLUB NA NÓG – CLUB JUVENILE SECTION

The juvenile affairs of a Club must be managed by a Club na nÓg Committee, which is a sub-committee of the main Executive Committee. A Club na nÓg may be set up within the Club Structure, subject to the authority of the Club Executive Committee and shall be delegated powers and responsibility by the Club Executive Committee in accordance with the Club Constitution.

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### FINANCE SUB COMMITTEE

This sub-committee should be responsible for fundraising and/or have an advisory and monitoring role in regard to general finance. E.G. Monitoring and control of budgets. The Club Treasurer should be chairperson of this committee.

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### COACHING & GAMES DEVELOPMENT SUB COMMITTEE

This sub-committee should be responsible for ensuring that a sufficient games programme exists in the Club and that various GAA Games Development initiatives are being used to

maximum potential. It should also ensure that there is a Club/School link in operation in the Club. The Club Coaching & Games Officer should be chairperson of this Committee.

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#### SOCIAL & CULTURAL SUB COMMITTEE

This sub-committee should plan a programme of social and cultural activity involving as many as possible. It should include in its programme, a plan for active cooperation in the promotion of the Irish language, music etc. The Club Irish Language & Cultural Officer should be chairperson of this committee.

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#### MEMBERSHIP & REGISTRATION SUB COMMITTEE

The responsibility of this sub-committee is to ensure that all Club members, players and officials are registered in accordance with rules from the Official Guide and the Club Constitution. The sub-committee should also ensure that team list and large regulations are complied with. The Club Registrar should be chairperson of this Committee.

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#### PITCH MAINTENANCE SUB COMMITTEE

This group should be responsible for maintaining the Club playing fields and making sure that all is in order for the playing of games. The Club Development Officer should be chairperson of this committee.