



C.L.G WATTY GRAHAM, AN GLEANN SECRETARY'S ROLE

The Runaí is the principal administrative officer in the club. The smooth running of the club mainly depends on the efficiency with which the secretary carries out his/her duties and provides a link between the members, the executive committee, players, sponsors, outside agencies etc.

The duties of an Runaí dovetail with those of the Cathaoirleach (note: Essential that Runaí and all Club Officers work as a team.

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

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| 1: Meetings | Preparation for Accurate recording |
| 2: Communication: | Verbal and written |
| 3: Administration: | Membership and Registration; Insurance; Club Property & County/Divisional Board |
| 4: Club Planning | Assisting in developing a vision for the club. |

Preparation for Meetings:

The secretary usually calls a meeting. An Cathaoirleach and An Runaí should:

1. Agree an agenda (there should always be a written agenda) Note: Agenda should be circulated prior to meeting
2. Discuss the main points on the agenda
3. Check on follow-up actions
4. Consider how to address contentious issues

Meeting Minutes: Recorded by Runaí (rule 7.12)

Include: Attendance; Apologies; Items discussed; Reports & Decisions taken and Action (by whom and by when) note: Do not give a verbatim account.

After the meeting:

An Runaí deals with:-

- Tasks assigned to self
- Correspondence (where relevant)
- in conjunction with An Cathaoirleach - tracking tasks assigned to other members
- Writing the minutes of the meeting

The following procedures should be used in order to promote the effective and efficient volunteer work in club:

- All volunteers to be ratified by club committee before starting in the role.
- Provide an induction process for all volunteers, detail a job description and provide all necessary support.
- Review all volunteer performance after six weeks in order to determine if performance meets standards and expectations.
- Hold regular reviews of all volunteer performance throughout the year, ensuring best standards are met.