



CLUB LEADERSHIP
DEVELOPMENT PROGRAMME

THE GREAT TEAMS
AREN'T JUST ON THE FIELD

- CHAIRPERSON
- TREASURER
- PRO
- SECRETARY

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INVESTING IN LEADERS, INVESTING IN YOU. GAA

Programme Overview

The Club Leadership Development Programme is designed to provide the principal GAA Club Officers - Chairperson, Secretary, Treasurer, PRO - with the basic knowledge and core leadership skills required to fulfil their roles effectively.

Officers will learn from trained Leadership Associates who have experience of being a Club Officer and of facilitating training sessions for adults. Learning will take place in a relaxed training environment in appropriate venues in the participating counties. All courses run for two hours and involve a lot of learning activities to encourage problem solving and idea sharing with fellow club officers. Officers who complete the programme will:

- Gain a better understanding of what their role involves
- Develop basic leadership, management and communication skills
- Experience increased role satisfaction
- Have an awareness of where to access resources and supports
- Be able to share ideas and solve problems with fellow officers
- Be better prepared for future roles in the Association

Programme Structure

The programme will have several core modules which will be delivered on a county basis and a selection of optional modules which will be delivered on a provincial basis once the core modules have been delivered.

Core Modules

PROGRAMME: ALL OFFICERS

The aim of this module is to introduce officers to the Club Leadership Development Programme and the importance of their role as a club officer.



MODULE: OFFICER INDUCTION

- Programme overview
- Mission, Vision and Values
- Planning for Clubs
- Making it happen
- Doing things right
- Resources and supports

PROGRAMME: CHAIRPERSON

The Chairperson is the principal officer of a GAA Club. As well as chairing Club Executive Committee and other Club meetings, the Chairperson has prime responsibility for ensuring that the Club is a well organised, well managed and an active unit. The Chairperson should be dedicated to the job, have good communication skills, have the ability to delegate key tasks and above all, be a person of integrity in the community. The contribution of the Club Chairperson to the effective working of a Club can never be underestimated. The programme for Chairpersons involves three specific modules:

MODULE 1: ROLE OF THE CHAIRPERSON

- Club affairs
- Role of An Cathaoirleach
- Qualities
- Skills
- Getting information

MODULE 2: EFFECTIVE MEETINGS & COMMUNICATION *

- Effective meetings
- Effective communication
- Communication styles
- Communication methods
- Use of Gaeilge
- Reflection

MODULE 3: GAMES DEVELOPMENT & FINANCE *

- The content for this module is currently being finalised.



NOTE

** The modules on 'Effective Meetings & Communication' and 'Games Development & Finance' may be taken by Chairpersons and Secretaries together.*

PROGRAMME: SECRETARY

The Secretary is the chief administrator in the Club. The duties are many and varied and call for a high degree of dedication. The Secretary has more to do with the practical running of the Club than any other officer. He/she should be a good organiser, be methodical and above all, be reliable. The duties dovetail with those of the Chairperson and it is essential that both officers work as a team of which the Secretary will very often be the more active person. The programme for Secretaries involves three specific modules:



MODULE 1: ROLE OF THE SECRETARY

- Club administration
- Role of An Rúnaí
- Qualities
- Skills
- Getting information

MODULE 2: EFFECTIVE MEETINGS & COMMUNICATION *

- Effective meetings
- Effective communication
- Communication styles
- Communication methods
- Use of Gaeilge
- Reflection

MODULE 3: GAMES DEVELOPMENT & FINANCE *

- The content for this module is currently being finalised.

NOTE

** The modules on 'Effective Meetings & Communication' and 'Games Development & Finance' may be taken by Chairpersons and Secretaries together.*

PROGRAMME: TREASURER

The Club Treasurer has responsibility for the safe-keeping of the funds of the Club. He/she is responsible for recording all income and expenditure and for reporting on the financial position of the Club to the Club Executive Committee on an on-going basis. It is important to note that the Treasurer does not have to be an accountant to perform this role. However, he/she must have the ability to record all financial transactions, control expenditure in the Club, plan and assist in fundraising and provide regular reports to the Club Executive. The programme for Treasurers contains one specific module:



MODULE 1: ROLE OF THE TREASURER

- Duties
- Financial management
- Financial reports
- Income sources
- Budgeting
- Revenue obligations
- AGM responsibilities

PROGRAMME: PRO

Communications is one of the most important activities in the Association. The success of all units depends to some degree on the national and local image of the Association. Everyone in the GAA who has a role in their Club, no matter how small, has a part to play in effective communication. There is always a need for a proper flow of information in the Club so that everyone understands how the Club operates. The main function of the Club PRO is to communicate with the general public on behalf of the Club, presenting a positive image of the Club and Cumann Lúthchleas Gael in the local community and beyond. The programme for PROs contains one specific module:



MODULE 1: ROLE OF THE PRO

- Role overview
- Promoting your Club
- Digital/social media
- Media relationships
- Supports and resources

Note – Chairpersons and Secretaries can be together for the module on 'Effective Meetings & Communication.'

Optional Modules

Optional modules will be run in Provinces on a first come, first served basis. Topics will include:



The availability of these courses will be promoted by the participating counties after the core modules have been completed.

Online Learning

Through the GAA's Learning and Development Portal (learning.gaa.ie), club officers will have an opportunity to take online learning courses and achieve certification for their learning. By the end of March 2016, one course will be available for the following officer roles: Chairperson, Secretary, Treasurer, PRO.

Getting involved

All training sessions will be organised by County Development Officers in conjunction with the Provincial Councils. The participating counties in 2016 are:

Ulster: Antrim, Armagh, Derry, Donegal, Down, Monaghan, Tyrone

Munster: Cork, Kerry, Tipperary, Limerick

Leinster: Carlow, Dublin, Kilkenny, Laois, Louth, Westmeath, Wicklow, Wexford

Connacht: Roscommon, Galway

The dates, times and venues will be communicated to Clubs by the Development Officer in each County - <http://www.gaa.ie/about-the-gaa/provinces-and-counties/about-county/>