

Club Executive

5.1 Executive Positions

It is a requirement of the AUC that each club has an executive committee who are charged with the efficient running of their respective club. In particular, the executive committee is responsible for:

- Developing plans for the club.
- Guaranteeing the club's financial health including approving the annual budget.
- Ensuring enough volunteers run the club and that the club is a positive place for volunteers.
- Making sure legal requirements are followed.
- Making sure the AUC and the University's policies and procedures are followed.
- Writing policies to guide the operation of the club.
- Working effectively together in order to run a successful club.
- Carrying out the administration.
- Setting up sub-committees where required for specific projects.
- Having good links with the University, the community and partner agencies.
- Organising trips and fixtures.
- Holding an AGM.

The above might seem like a lot at first, but don't forget that you are a committee and not just one person doing this – delegation is a good sign of leadership! Don't be overwhelmed – while you might be doing some of this for the first time the AUC and staff in the Sports office have been helping committees for years and in some cases have been committee members both in and out of the University, so don't be afraid to ask for help.

There is not a one size fits all structure that your club must adhere to. Each sport is unique and that means how you run your club must be adapted to your specific needs; however, the basic idea remains the same; clubs are run by a committee that is democratically elected at a club AGM for the benefit of their members.

A club executive is usually made up of the following:

- President/Chairperson
- Secretary
- Senior Treasurer
- Captain
- New Member/Development Officer*
- Public Relations Officer
- Junior Treasurer
- Children's Officer
- Safety Co-Ordinator
- Ordinary Members

** This year the AUC Executive is once again asking all clubs to appoint a New Member/Development Officer to their committee. In addition, where the club has members aged 17 and under, a Children's Officer must be appointed. He/she must have at least attended the Sport Ireland's Safeguarding 1.*

5.1.1 President/Chairperson

The President is responsible for the overall running of the club and acts as the club's spokesperson and representative. This position requires excellent written and oral communication skills and the ability to liaise with a number of people from club members, to the executive, to governing bodies. They should have a good knowledge of the club's constitution and procedures with regard to the running of meetings.

The following are a number of other duties which a President may perform:

- Be the primary public relations person.
- Be at the forefront of the club's strategic planning.
- Chair all club meetings and work closely with the Secretary.
- Liaise closely with club members and the Executive to ensure the future direction and growth of the club.
- Have a good knowledge of the club constitution as well as rules and roles of the various office holders.
- Ensure that the office holders complete all tasks they are assigned to the satisfaction of the committee.
- Be involved and always informed as to the present activities, personnel, events and financial position of the club.
- Manage the running of the club's Annual General Meeting to ensure that it runs smoothly, presentations are made and a vote is properly conducted.

The President will also be responsible for the decision making of the club, commonly, routine decisions and strategic decisions. Routine decisions are those that are to be dealt with everyday, they usually will not require a great deal of discussion with other members of the Executive.

Strategic decisions will involve a lot more time and discussion and will effect the future of the club. The President will be required to find out about the situation, decide on any change, identify resources and costs involved. In order to hold the office of President, a member should have previously served on the committee for at least one year.

N.B. In some clubs, the Captain assumes the duties of the President/Chairperson.

5.1.2 Secretary

The position of Secretary is an essential part of the club structure and he/she is the key figure within the executive.

It is the responsibility of the newly elected Secretary to take immediate steps to secure control of the assets and funds of the club once elected. To this end the cheque books of the club should be secured immediately the term of office of the Secretary commences, while the signatures on the bank mandate should be changed on the next banking day, immediately following the assumption of office.

At the start of each academic year, the Secretary should contact the outgoing Senior Treasurer to ensure that they are willing and able to continue to act in that capacity, and to arrange whatever procedures are necessary for the coming year.

The Secretary is generally the first point of contact for those wishing to deal with or become members of the club. They must also act as a link between members, the club Executive and any outside agencies which the club may need to interact with.

A good Secretary will require a number of skills but most importantly they will need good written and oral communication skills. They will also need good organisational skills.

A Secretary will be required to perform the following tasks:

Meetings

- Distribute minutes to all club members.
- Prepare meeting papers, support papers and minutes.
- Convene all meetings as laid out in the club constitution.
- Submit the minutes of the clubs AGM to the AUC.

Correspondence

- Attend to all correspondence for and on behalf of the club.

Membership

- Distribute and collect all club membership forms and monies. Money to be forwarded to the Junior Treasurer. Records to be kept of all monies collected.
- Maintain the club membership list and record of the office holders of the club.
- Notify the UCD Sports Office immediately of any changes to the club Executive.

General Administration

- Implement the decisions of the committee.
- Communicate all decisions of the committee to members.

- Responsible for communicating all relevant information to club members e.g. training and development updates etc.
- Maintain an up-to-date copy of the club constitution.
- Maintain club filing systems and records.
- Prepare in conjunction with the club President, the club Annual Report for distribution at the AGM and transmission to the AUC.
- The outgoing Secretary and Senior Treasurer should ensure that an operating balance remains in the club account to facilitate basic administrative functions of the club until the start of the next academic year.

5.1.3 Senior Treasurer

All clubs must have a Senior Treasurer who must be a graduate or a staff member of UCD as approved by the AUC. Provisions for the appointment of such should be a part of the constitution of the club. Where a club wish to nominate a graduate as Senior Treasurer, the person should be at a minimum a graduate of at least two years. All nominations for Senior Treasurer are to be submitted to the AUC Executive for approval. Nomination forms are available at www.ucd.ie/sport/clubs/getinvolved/runningyourclub

The Senior Treasurer plays a vital role in the financial management of the club and must report to the club members, club committee and the AUC on the accountability of the club. The club Senior Treasurer assisted by the Junior Treasurer is responsible for the recording and disbursement of all monies and therefore, they will require good organisational and accounting skills and be able to complete the following tasks:

- Authorise and be accountable for all club petty cash transactions.
- Maintain accurate financial records.
- Prepare a club budget for the forthcoming year describing all sources of projected income and expenditure.
- Prepare and present financial reports to the committee at general meetings.
- Present signed financial reports to the club Annual General Meeting.
- Be a **signatory on all club cheques** (along with one other member of the club executive). Blank cheques must not be signed.
- Be a **signatory on all cash withdrawals** from the account of the club.
- Be an **authoriser of all payees and payments for online banking**, where provided.
- Manage club investment programmes.
- Assist the club in being fiscally responsible.

In the event of any problem arising with the administrative or organisational functions of the club, the Senior Treasurer may choose to assist the club or refer the matter to the AUC.

- The Secretary/Junior Treasurer must be in regular correspondence with the Senior Treasurer.
- The Senior Treasurer and/or AUC may request mid-term accounts at any time. It is the responsibility of the Junior Treasurer/Secretary of the club to ensure that the accounts of the club are sufficiently up to date to allow presentation of any details required without undue delay. It is the responsibility of the Secretary of the club to ensure that the Junior Treasurer is in such a position. The Senior Treasurer and the AUC shall be given any financial or relevant information when requested.
- The Senior Treasurer must view all grant application forms prior to their submission and should satisfy themselves that dilatory grant submissions are not being made.
- Clubs must gain the permission of the AUC and their Senior Treasurer before entering into any Direct Debit agreement and as such the Senior Treasurer must be a **signatory on any Direct Debit mandate form**.
- The Senior Treasurer shall sign the annual financial report of the club having satisfied himself/herself as to its contents.
- The outgoing Senior Treasurer and Secretary should ensure that an operating balance remains in the club account to facilitate basic administration functions of the club until the start of the next academic year.

5.1.4 Captain

The club Captain is a position, which carries a great amount of prestige. This person is usually responsible for club members while in competition. The behaviour and conduct of all competitors is their ultimate responsibility. The captain is responsible for ensuring that all accidents/incidents are reported to the UCD Sports Office within 24 hours or where practicable.

It is important to note that in some clubs, the Captain takes on some of the Secretary's and / or Presidents duties. In order to hold the office of Captain, a member should have previously served on the committee for at least one year.

5.1.5 New Member / Development Officer

The purpose of this position is to encourage new members to actively participate in the club's activities with the ultimate objective of retaining an active membership throughout the year. The person will be responsible for introducing special programmes for these new members to train them in the skills of the particular sport and ensure

their integration with other club members.

5.1.6 Public Relations Officer

The position of Public Relations Officer is responsible for the marketing and public relations of the club. They should have skills in marketing and obtaining sponsorship and may even be involved in press releases, written and oral communications and organising the social events of the club.

5.1.7 Junior Treasurer

A Junior Treasurer may be responsible for the day-to-day financial running of the club and assist the Senior Treasurer with his/her duties. The Junior Treasurer will usually be a signatory on the club bank account, he /she will be responsible for lodging all club monies in the bank account and will keep a record of day-to-day transactions on the club account. They will usually compile the annual accounts for the club which will then be approved by the Senior Treasurer before the clubs AGM.

Ultimately it will be the Senior Treasurer who will oversee and sign off on accounts and transactions.

5.1.8 Children's Officer

Each club must appoint a Children's Officer, this person must have, at a minimum, attended a Safeguarding 1 - Child Welfare and Basic Awareness Course (or attend the Safeguarding 1 course provided by the AUC on September 22nd, October 13th or October 26th 2018). This Children's Officer must also be Garda Vetted by the AUC. They should have as their primary objective the establishment of a child centred ethos within the club.

Other functions:

- To promote awareness of the *Code of Ethics and Good Practice for Children's Sport in Ireland*, the AUC's *Code of Ethics and Conduct for Sports Coaches* and the *UCD Sport, UCD Sport and Fitness and UCD Student Centre Keeping Children Safe Plan* within the club.
- To influence policy and practice within the club in order to prioritise children's needs.
- To provide an accessible resource to children through the creation of forums.
- To see that children know how to make concerns known to appropriate adults or agencies.
- To encourage the involvement of parents/guardians in the club activities.
- To act as an advisory resource to Sports Leaders on best practice in children's sport.
- To report regularly to the Club Executive Committee.
- To monitor changes in membership and follow up on any unusual dropout, absenteeism or club transfers by children or Sports Leaders.

- To ensure parental consent forms are provided to prospective student members aged 17 years of age and under.
- To upload signed parental consent forms to the Grant Document Upload for all student members aged 17 years of age and under.
- To review club trip lists to ensure that signed parental consent forms are in place for anyone traveling aged 17 years of age and under.
- To review accommodation arrangements for club trips ensuring that arrangements comply with the AUC's Trip Rules. Where they differ, the Children's Officer is to inform any parents of student members traveling who are aged 17 years and under of the alternate arrangements. Such parents are to be provided with the opportunity to make their own arrangements for their child.

Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. *These roles are filled by the Statutory Authorities as outlined in the "Children First and Our Duty of Care" publications. It is however possible that child protection concerns will be brought to the attention of the Children's Officer. In this event, it is essential that the correct procedures are followed i.e. that reports are passed on immediately to the designated person with responsibility within the club for reporting to the Statutory Authorities and the AUC Executive Secretary.*

In order to ensure that all clubs have at least one person on their committee knowledgeable in this area, the AUC requires that evidence of attendance at a Safeguarding 1 - Child Welfare and Basic Awareness Course be submitted with the grant application form. Please note that where clubs do not currently have a member who has attended this course, the AUC has organised for the course to be delivered in UCD on September 22nd, October 13th and October 26th 2018. The AUC will also facilitate those who have previously attended the Code of Ethics course to access the Children's Officer course run by the Dun Laoghaire Local Sports Partnership. Furthermore, all club committee members and coaches are required to read and implement the *UCD Sport Keeping Children Safe Plan* and the AUC's *Code of Ethics and Conduct for Sports Coaches* which are available to download from www.ucd.ie/sport/clubs/getinvolved/runningyourclub

5.1.9 Safety Co-Ordinator

The Safety Co-ordinator is responsible for ensuring that the club activities are organised in accordance with the club safety statement. This policy is to be revised as necessary and reviewed annually. The Safety Co-ordinator will also ensure adequate safety training of club members and will also ensure that the Club's First Aid Kit is kept stocked. See "*Section 8 - Health and Safety*" for more information.

5.1.10 Ordinary Members

Ordinary members are usually student members of the club who do not hold any office within the club, but are on the club committee to represent the views and interest of the general membership. Ordinary members like the officers should:

- fully understand the work of the club,
- know the committees legal obligations and make sure these are followed,
- understand financial and budget issues,
- attend meetings and participate in the workings of the club.

Should you require any further information about any club executive position, please do not hesitate to contact the Sports Office where you can be provided with comprehensive information on the effective running of a club.

5.2 Common Problems with Filling Executive Positions

Knowing some of the issues that might arise will allow you to address and hopefully avoid some of these common problems.

- **Members don't know what they are running for.** Try and provide them with as much information about the roles as possible.
- **No one wants to run for a position.** Talk up the opportunities and personal development opportunities that being on a committee offers. While you shouldn't campaign for an individual there is nothing wrong with telling someone that you think they would be perfect for a role.
- **I don't think the person is suitable.** While you might not be a fan of the person running for the position, don't forget that your committee is democratically elected and so a majority might like this person to be elected. Think about your reservations and consider discussing them with the individual or a member of the Sports Office.

5.3 Changing of the Club Executive & Bank Account Signatories

It is vitally important that as much information is passed on to incoming committee members as the new committee may learn from past experiences and mistakes. To ensure that this process is as smooth as possible, it is important that the club keeps up to date reports and accounts so that they may be passed on in the changeover process.

New committee members will particularly benefit from reading past meeting minutes where all issues facing the club should be accurately recorded. Use Google Docs to store relevant documents. Make sure you handover passwords for the club email, social media platforms and web pages.

There should be an annual report from each officer containing information gained from their year in office.

Most importantly, this manual should be passed on to the incoming committee so that they may have a quick reference guide, if any problems arise.

The AUC Executive Secretary should be informed immediately in writing of the new executive including names, addresses and telephone numbers.

On occasions when any training course or seminar is provided for club officers, at least one representative from all clubs must attend such a course. The Secretary and/or Junior Treasurer should be in attendance. **Attendance at the Club Committee Training on Thursday September 13th is compulsory for clubs. Failure to attend will result in the club being fined 10% of their grant in 2018/19.**

5.3.1 Bank Account Signatories

Once a club executive changes you are asked to please ensure that the signatories on your club bank account are amended. In order to amend the signatories on the club bank account the club is required to submit the following documentation to the Executive Secretary:

- Minutes of the A.G.M. / E.G.M detailing the election of the new executive.
- Completed Senior Treasurer nomination form.
- The bank mandate with the names and signatures of the new signatories.

The AUC Executive Secretary will verify the details of the documentation submitted and, if correct, provide the club with a letter to submit with the completed bank mandate to the bank concerned. This letter will confirm the identity of the signatories and advise that the Senior Treasurer must sign all cheques and withdrawals from the account with one of the other signatories.

In a change to previous years the AUC Executive Secretary will also be a signatory on all club accounts in 2018/19.

Please be advised that signatories on club accounts can not be changed without the prior approval of the AUC. Where on-line banking is approved for a club by the AUC, the users of such on-line banking must be the same as those listed on the club's bank mandate.

5.4 Tips on Managing Your Club Executive

In many cases, members are elected onto a committee without any previous experience of being on a committee or running a club for the benefit of their members. All of a sudden your committee has a number of objectives to achieve and rules to follow. So how do you achieve your goals and successfully run your club? Below are five tips to help.

5.4.1 Communication

Knowing what you are doing in your individual role is important. But when you are running one aspect of the club then communicating what you are doing and knowing what others are doing becomes increasingly important. Committee meetings can become hugely important. See Section 12 Managing Meetings for further information.

5.4.2 Delegation

Once you know what it is that you have to do, make sure that the workload is shared. Too often a committee member can take on all of the work, which has two negative effects:

- **Things don't get done.** If there is too much for one person to do, then one person won't be able to do it. Or if they can, it will probably be at the detriment of their degree.
- **Resentment.** If your committee are feeling under-used and neglected, then they might stop doing what little they have been allowed to take responsibility for.

To avoid this, find out the strengths of each committee member and share the responsibilities accordingly.

5.4.3 Time Management

Important in all aspects of your life, prioritise what needs to be done and plan accordingly. Please don't forget time for going to lectures.

5.4.4 Preparation

Make sure that you prepare for anything that you need to do. You wouldn't go in to a match or race without training, so bring some of the same philosophy to running your club.

5.4.5 Ask for Help

Never be afraid to ask for help. No one expects you to have all the answers if you have never done the job before. Both staff and previous committee members have the experience to help so make sure you ask.

5.5 Code of Conduct for Committee Members

All committee members are required to sign the AUC's Code of Conduct for Sports Club Committee members (appendix 10). The signed copy of the code for each committee member should be uploaded to the Club Grant Application Document Upload system.