

Suggested Role & Responsibilities of the Mountaineering Ireland Club Secretary

Who will I be responsible to?

The Club Committee through the Chairperson

Who will I be responsible for?

The Club Development Officer

What is my role?

The Club Secretary is a pivotal role within the club and with the assistance of the Club Development Officer should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities.

1. To be the 'principal administrator' for the club
2. To ensure that the Chairperson/President is kept up to date with all matters.
3. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
4. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
5. To ensure that all members have a copy of the club handbook, insurance details and officers contacts etc
6. Attend the Committee meetings and AGM.
7. To maintain Minutes of all meetings where appropriate.

What else can you tell me about the role?

This is a demanding, high profile role that has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people within and outside the club. Representation of the club at outside meetings provides the opportunity to find out what's going on at league and provincial level and this could be a platform for future volunteering opportunities.

As the first point of contact for the club, it is helpful if the Secretary is available to take phone calls during the working day. The club is keen to support the Secretary in the use of modern office technology so as to assist them in their job.

How much time will I need to give to the role?

Approximately 6-8 hours each week and some of these will be at weekends and in the evenings.

What tasks are involved?

Tasks will include:

1. Attending Provincial and league meetings (as appropriate)
2. Dealing with correspondence
3. Organising and booking match facilities and in-house courses for the season
4. Organising the club AGM and other club meetings
5. Representing the club at outside meetings at the direction of the main committee

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Suggested Role & Responsibilities of the Mountaineering Ireland Club Treasurer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Match / training fees collector/s and the Club Fund-Raising Secretary

What is my role?

The main purpose is to look after the finances of the club. To keep the books and make sure that the club operates within the annual budget. Attend the Committee meetings and AGM

What else can you tell me about the role?

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

How much time will I need to give to the role?

Approximately 2 – 3 hours per week.

What tasks are involved?

1. Collecting subscriptions and all money due to the organisation
2. Paying the bills and recording information
3. Affiliating the club to the Mountaineering Ireland on a yearly basis
4. Keeping up date records of all financial transactions
5. Ensuring that all cash and cheques are promptly deposited in the bank
6. Ensuring that funds are spent properly
7. Issuing receipts for all money received and recording this information
8. Reporting regularly to the committee on the financial position
9. Preparing a year end statement of accounts to present to the Auditors (if required)
10. Arranging for the statement of accounts to be audited (if required)
11. Presenting an end of year financial report to the AGM
12. Financial planning including producing an annual budget
13. Helping to prepare and submit any statutory documents that are required
14. It is up to the Treasurer to make sure that any delegated work is done properly.

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Role & Responsibilities of the Mountaineering Ireland Club Public Relations Officer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

The Communications Group (if club has one)

What is my role?

1. To raise the profile of the club locally (in the community) and in the province To be available to talk to / build a relationship with the local media
2. To optimise the profile and information available to all on the club website as applicable
3. To co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press
4. To be the editor of the match day programme (in larger clubs).

What else can you tell me about the role?

1. It is essential to have good communication skills and an ability to produce informative and interesting match reports, press releases, etc
2. Regular access to a fax, telephone and computer are necessary
3. Attend the Committee meetings and AGM

How much time will I need to give to the role?

Approximately three hours per week.

What tasks are involved?

Tasks will include:

1. Produce weekly match reports for inclusion in the local paper
2. Produce a Club Newsletter (suggested) twice a season
3. Co-ordinator / Editor of the match programme for home games and events
4. Produce general interest stories about the club for local press
5. Ensure that the club is featured in locally produced sports magazines
6. Presenting an end of year report to the AGM

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Suggested Role & Responsibilities of the Mountaineering Ireland Club development Officer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Volunteer Co-ordinator

What is my role?

The role of the Club Development Officer is to work with the Club Committee, the Club Volunteer Coordinator and the others to maximise the development opportunities for all members of the club. Examples will include organising courses and events that will be of interest and will assist the development of members. They should attend the Committee meetings and AGM.

What else can you tell me about the role?

This is an exciting role because it offers the officer an opportunity to play a part in the development not only of the club as a whole, but also of every individual member.

Training courses in club development are available and are advisable.

A close working relationship with the Club Volunteer Coordinator.

How much time will I need to give to the role?

Approximately 8 - 10 hours per month.

What tasks are involved?

Tasks will include:

1. Write a Club Development Plan – utilising the knowledge of Mountaineering Ireland
2. Work with the Club Volunteer Coordinator to monitor individual the progress of members and provide access to higher level and courses
3. Provide new and enhanced competitive opportunities for the club

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Suggested Role & Responsibilities of the Mountaineering Ireland Club Volunteer Development Officer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All who volunteer in and for the club

What is my role?

1. To do all possible to recruit, recognise, reward and retain those who volunteer for the club
2. Provide access to coach, official, volunteer opportunities for club members
3. Write a Club Volunteering Plan

What else can you tell me about the role?

As the Club Volunteer Coordinator you will be expected to work closely with the Secretary and the Development Officer.

It is essential that you are enthusiastic, knowledgeable and keen to encourage and promote all of the volunteering roles within the club.

You will benefit from having a sound knowledge of local volunteering agencies from where we could recruit specialist volunteers to assist us at events or particular tasks e.g. auditor or event management. You should attend club committee meetings and the AGM.

How much time will I need to give to the role?

Approximately 3 – 5 hours per week.

What tasks are involved?

Tasks will include:

1. Appointing umpires, managers and mentors to teams and individuals
2. Raising the awareness of opportunities for volunteers and volunteering within the club, the province and beyond (e.g. at events and with and for other organisations)
3. Recruiting volunteers from within the membership and beyond to open and close the club house, help set-up the pitches, run the bar, make teas for home games, clean the changing rooms, wash the kit, transport the juniors to and from events etc
4. Produce a monthly information report for all areas of volunteering within the club

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Suggested Role & Responsibilities of the Mountaineering Ireland Youth Development Officer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Youth team coaches and trainers

What is my role?

The main purpose of the Youth Coordinator is to oversee the development of youth development.

What else can you tell me about the role?

As the Club Youth Coordinator it is advisable for you link in with Mountaineering Ireland's Youth Development Officer, to have attended a Child Protection and Best Practice Workshop and to have good communication skills.

Training courses in club development is advisable.

How much time will I need to give to the role?

Approximately 4 – 6 hours per week.

What tasks are involved?

1. Co-ordinate the recruitment of young people
2. Co-ordinate the recruitment of coaches / volunteers for youth programmes
3. Assisting/delivering youth sessions
4. Liaise with Local Sports Authority / to recruit young people and to recommend young people to development squads, national squads, etc.

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Role & Responsibilities of the Mountaineering Ireland Club Social Secretary

(Note this role could be joint with the Communications Officer)

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

The Social Committee

What is my role?

The main purpose of this role is to organise social events to bring club members together in a social setting to enhance relationships with the club.

You may also wish to consider inviting local dignitaries to develop and improve the club's relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Club Secretary.

What else can you tell me about the role?

As Social Secretary, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

Yours is a very important role in developing the 'fabric' of the club. You encourage people to join us, to stay and to enjoy their role as club members.

How much time will I need to give to the role?

Approximately 5 hours per month.

What tasks are involved?

Tasks will include:

1. Organising a pre-season event and at least two other social events per year
2. Organising an end of year event
3. Organising a Christmas function
4. Booking venues and entertainment

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Role & Responsibilities of the Mountaineering Ireland Club Fundraising Secretary

Who will I be responsible to?

The Club Committee through the Treasurer

Who will I be responsible for?

Fund-Raising Group

What is my role?

The main purpose of this role is to lead a team whose main task is to generate funds for the club. You will organise projects to enable you to do this, to look for sponsorship opportunities and work with the social secretary to ascertain what opportunities are available at functions and events (e.g. draw tickets, calendar etc.)

What else can you tell me about the role?

As the fund-raising secretary it is essential to have good organisational skills, be innovative, enthusiastic and prepared to make a regular time commitment.

It would be useful if you have experiencing of applying for and securing grants from local or national agencies.

How much time will I need to give to the role?

Approximately 6 - 8 hours per month.

What tasks are involved?

Tasks will include:

1. Apply for grants / sponsorship or other forms of financial assistance from organisations such as Sport Northern Ireland or Irish Sports Council, Local Authorities or commercial companies
2. To co-ordinate fund-raising events, possibly two major events per year
3. To ensure events / activities are properly organised and where necessary licensed with local authorities /customs and excise etc
4. To promote fund-raising activities in press (where there is no PR officer)
5. To ensure that funds are properly accounted for and information is passed on to the Treasurer
6. Sale of lottery style draws or raffles on a regular basis

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Suggested Role & Responsibilities of the Mountaineering Ireland Club Children's Officer

Role of the Club Children's Officer

1. To promote awareness of the *Code of Ethics and Good Practice for Children's Sport* within the club, among young members and their parents/guardians. This could be achieved by:
 - a. the production / distribution of information leaflets
 - b. the establishment of children's/age-group specific notice boards
 - c. regular information meetings for the young people and their parents/guardians
2. To influence policy and practice within the club in order to prioritise children's needs
3. To establish contact with the National Children's Officer at governing body level.
4. To ensure that children know how to make concerns known to appropriate adults or agencies. Further information is outlined in Section 5.12 in the ISC/SCNI Code
5. To encourage the appropriate involvement of parents/guardians in the club activities.
6. To act as an advisory resource to Sports Leaders on best practice in children's sport
7. To report regularly to the Club Management Committee
8. To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Sports Leaders
9. To ensure that the children have a voice in the running of their club and ensure that there are steps young people can take to express concerns about their sports activities / experiences.
10. To establish communication with other branches of the club, e.g. facilitate parent's information sessions at the start of the season
11. To keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
12. To ensure each member signs an annual membership form that includes signing up to the code of conduct
13. To ensure that the club rules and regulations include:
 - complaints, disciplinary and appeals procedures
 - an anti-bullying policy
 - safety statement
 - rules in relation to traveling with children, hosting and overnight stays
 - use of photographic images
 - phone messages
 - supervision and recruitment of leaders

(Note: This may simply mean adopting the regulations set out in Mountaineering Ireland's Children's Policy)

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