



Cumann Pheadair Naofa C.L.G.
(St. Peter's GAA Club, Warrenpoint)

www.warrenpointgaa.com

Cathaoirleach / Chairperson

The proposed duties of the Chairperson are:

1. Chairing all Club Senior Management Executive Committee meetings, General Club Meetings and Emergency General Meetings and Annual General Meetings. In the event of tied vote at any of the above meetings the Chair shall have the casting vote.
2. To ensure that the Club has a vision for the future and to help the Club achieve this vision.
3. Play a leadership role in the Club and represent the Club at various functions.
4. Take responsibility for managing the Club Senior Management Committee (chair effective club meetings) and the affairs of the Club.
5. Oversee and guide all decisions taken by the Senior Management committee and sub committees.
6. In liaison with the Secretary, oversee the work of all officers.
7. In conjunction with the Secretary, prepare and present the annual report.
8. Liaise with the Secretary on the agenda for each meeting and review the minutes before they are circulated.
9. Be completely familiar with the GAA Official Guide, (AnTreoraí Oifgiúil), Club Constitution and GAA Committee procedures. Uphold the Club Constitution and the mission, vision and values of the GAA.
10. Liaise with the Treasurer to ensure that the Management Committee approves all funds and ensures that they are spent properly and in the best interests of the Club.
11. To support the implementation of the Club 5 Year Development Plan and to strive continuously to improve the Club.
12. Be aware of current Child Protection legislation relevant to the Club and be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour (Underage), Annual Risk Assessment for Child Safeguarding and Child Safeguarding Statement.
13. The Chairperson may, subject to approval by the Club Management Committee, appoint Chairs and members of Club sub-committees.

14. Sign the minutes of previous meetings.
15. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice-Chairman briefed on the Agenda.
16. Be a cheque signature on bank mandate.
17. Play a pro-active support role to Development Committee.
18. Play a proactive support role to Communications Committee.
19. To be a member of the Senior Football Focus Group.
20. Plan ahead for the Club.
21. Delegate tasks to Club members.



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Leas Cathaoirleach /Vice-Chairperson

The proposed duties of the Vice Chair are:

1. Stands in for the Chair when necessary.
2. Plays prominent role in Club affairs.
3. To serve on Senior Football Focus Group.
4. Review Fire, Health & Safety procedures re Cumann Pheadair Naofa physical premises.
5. Provide key support role to Club Development Officer in respect of facilities.
6. Promote Club lottery.
7. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour (Underage).
8. Be familiar with the Club Critical Incident Plan.
9. To support the implementation of the 5 year Club Development Plan.
10. To co-ordinate and assist with Club Merchandise Function.



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Rúnaí / Secretary

The proposed duties of the Secretary are:

1. Receiving and dealing with all club correspondence.
2. Attending meetings to represent the Club.
3. Organising and Attending Executive Meetings and following up on assigned tasks.
4. Organising and Attending all Annual General Meetings/Emergency General Meeting.
5. Taking and distributing minutes and maintaining accurate records.
6. Ensuring meeting action points are carried out.
7. Act as the Club Designated Children and Vulnerable Adults Officer and working closely with the Deputy Designated Children and Vulnerable Adults Officer, the Club Children and Vulnerable Adults Officer and the Deputy Children and Vulnerable Adults Officer.
8. Act as convenor of Club Youth & Child Protection Group.
9. Arrange for contact details of parent/guardians of underage players and any specific medical conditions to be notified to various underage club managers.
10. Play a pro-active supportive role to Club Development Committee.
11. Play a pro-active supportive role to Club Communications Committee.
12. Oversee the management of administrators in the Club.
13. Be completely familiar with GAA Official Guide (An Treoraí Oifigiúil), County Bye-Laws, club constitution and be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage, Annual Risk Assessment for Child Safeguarding and Child Safeguarding Statement.
14. Liaise directly with all other club officers.
15. Be a cheque signature on club bank mandate.
16. Maintain regular contact with County Board and Divisional Boards.
17. Co-ordinate administration of match tickets via County office and work closely with club treasurer re match day tickets administered by County Board.
18. Co-ordinate update of core club information on Club website.
19. Support the implementation of the 5 year club strategic development plan.



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Leas-Rúnaí / Assistant Secretary

The proposed duties of the Assistant Secretary are:

1. To support the Club Secretary in her duties as far as possible.
2. To act as the Club Fixtures Secretary and liaise with internal mentors and County and Divisional Boards.
3. To be familiar with the content of Treoraí Oifigiúil.
4. To be familiar with Down County Bye-Laws.
5. Stand in for the Secretary when necessary.
6. Play a prominent role in the Club affairs.
7. Represent Club at County Board meetings.
8. To co-ordinate allocation of field use between Pairc Liam Ui Ir, Milltown Playing Fields and St. Mark's.
9. To support the implementation of the club 5 year development plan.
10. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.



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Cisteoir / Treasurer

The proposed duties of the Treasurer are:

1. Receive money on behalf of the Club and lodge all monies to club account
2. Act as a signatory on all Club bank accounts.
3. Keep an accurate set of all finance transactions and enter transactions in Income & Expenditure Account.
4. Prepare monthly finance report to club Senior Management Executive Committee
5. Present the annual accounts to the AGM and arrange for certified Financial Statements for C.P.N. and Audited Financial Statements for C.P.N. Social Club.
6. Ensure that all receipts are kept.
7. Make payments by cheque or bank transfer.
8. Use a lodgement book for lodgements.
9. With the Chairperson and Secretary make important Club decisions between Club Executive Meetings.
10. Present a budget to the Executive Committee at the first Executive Committee meeting of the Year.
11. Retain bank statements, cheque stubs and negotiate with bank on behalf of club.
12. Work closely with Club Finance Committee to deal with all club finance matters.
13. Co-ordinate the annual County Board Registration Fees and Players Insurance etc.
14. Co-ordinate Club insurance and retain club insurance certificate.
15. Maintain Registration for CASC (Community Amateur Sports Club).
16. Prepare social club accounts and all statutory forms re financial records of social club.
17. Ensure a copy of St. Peter's GAA Club annual accounts as approved at Club AGM is then forwarded to Down GAA County Board.
18. In co-operation with the Hall Lettings Officer, Co-ordinate and implement a policy re Hall lets and rental agreements.
19. Oversee management of Club investment property (house beside clubrooms).
20. Chair the Club Finance Committee.
21. Oversee and delegate Down GAA Clubs Draw for Club.
22. Co-ordinate the GAA, Ladies Gaelic Football and Camogie Players Injury Scheme for the Club.
23. Support the implementation of the club 5 year development plan.
24. Ensure all club property is vested in GAA.
25. Oversee Finance Function with regard to the Our Vision Project.



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Assistant Treasurer

The proposed duties of the Assistant Treasurer are:

1. Agree and play a support role to the Club Treasurer
2. To act as Secretary to the Club Finance Committee.
3. Assist with Club Lotto.
4. Co-ordinate finance administration of advertising boards at Pairc Liam Uí Ír.
5. To support organisation of Annual Club Family Fun Day or relevant fundraising day.
6. Assist in the preparation of Management Accounts and Annual Accounts.
7. Play key role in Club Fundraising Initiatives.
8. To co-ordinate Club Gift Aid Claims.
9. To support the implementation of the club 5 year development plan.
10. Co-ordinate Club Gift Aid Claims with HMRC.
11. Assist with the financial management of the Our Vision Project.



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Cláraitheoir / Registrar

The proposed duties of the registrar are:

1. Oversees Club membership administration and the introduction of Foireann (GAA Management System).
2. Ensure all members are registered through GAA regulation system and where appropriate liaise with those responsible for registered members for Ladies Gaelic Football (Mike Barnett), Camogie (Helen Carvill) and Handball (Declan Doyle).
3. Ensure all membership fees are paid.
4. Keep an up-to-date register of Club members.
5. Co-ordinate with various sub-committees club registration evenings.
6. Check that parent consent has been given on all youth membership forms.
7. Circulate management information report for GAA member registration system.
8. Ensure that all club policies re club membership and codes of practice are signed annually at time of registration. Record mobile telephone numbers of guardians of underage players to facilitate e-mail and text communications.
9. To become familiar with GAA guidelines for GDPR.
10. Check procedures for team lists to ensure all club players are registered members.
11. Work with Club ICT Officer to maximise management information reports from GAA Registration system.
12. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
13. Support the implementation of the club 5 year development plan.

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Leas Cláráitheoir / Assistant Registrar

The proposed duties of the Assistant Registrar are to support the Registrar in his 13 duties listed below:

1. Oversees Club membership administration and assist with the introduction of Foireann (GAA Management System).
2. Ensure all members are registered through GAA regulation system and where appropriate liaise with those responsible for registered members for Ladies Gaelic Football (Mike Barnett), Camogie (Helen Carvill) and Handball (Declan Doyle).
3. Ensure all membership fees are paid.
4. Keep an up-to-date register of Club members.
5. Co-ordinate with various sub-committees' club registration evenings.
6. Check that parent consent has been given on all youth membership forms.
7. Circulate management information report for GAA member registration system.
8. Ensure that all club policies re club membership and codes of practice are signed annually at time of registration. Record mobile telephone numbers of guardians of underage players to facilitate e-mail and text communications.
9. To become familiar with GAA guidelines for preparing for GDPR.
10. Check procedures for team lists to ensure all club players are registered members.
11. Work with Club ICT Officer to maximise management information reports from GAA Registration system.
12. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
13. Support the implementation of the club 5 year development plan.



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Oifigeach caidreamh poiblí /Public Relations Officer

The proposed duties of the Public Relations Officer are:

1. The updating and administration of the Club Social Media outlets e.g. Facebook, Twitter & Instagram.
2. Ensure that the weekly press notes are issued to the local Newspapers.
3. To be familiar with all Club Policies.
4. Ensure club has high profile in local community and communicate with the general public on behalf of the club.
5. Liaise with local, regional and national media, where appropriate.
6. Prepare and submit annual communications plan to Club Senior Executive Committee for approval.
7. Chair club communications and ICT committee.
8. Establish links with local editors, photographers and local radio etc.
9. Liaise with County PRO and submit information to county website.
10. Identify promotional tools to promote club message e.g. Pull-ups, badges, business cards, Club TV etc.
11. Work as part of a team along with the other Club Officers, team mentors and the various subcommittees in the Club.
12. Support the implementation of the club 5 year development plan.



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Leas Oifigeach caidreamh poiblí /Assistant Public Relations Officer

The proposed duties of the Assistant Public Relations Officer are:

Assisting the Club PRO in the administration of PR data including:

1. The updating and administration of the Club Social Media outlets e.g. Facebook, Twitter & Instagram and club website.
2. To be familiar with all Club Policies.
3. Ensure club has high profile in local community and communicate with the general public on behalf of the club.
4. Identify promotional tools to promote club message.
5. Work as part of a team along with the other Club Officers, team mentors and the various subcommittees in the Club.
6. Support the implementation of the club 5 year development plan.



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Ionadaí na n-imreoirí / Players' Representative

The proposed duties of the Player's Representative are:

1. Brings player issues to the Executive Committee.
2. Provide feedback on overall Club issues to players.
3. Encourages players to become involved in other non-playing aspects of the Club.
4. Support the implementation of the 5 year Club Development Plan.



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Oifigeach Cultúir /Cultural Officer

The proposed duties of the Cultural Officer are:

1. Lead on all aspects of gaelic culture within the Club.
2. Act as convenor of the Club's Culture Sub-Committee.
3. Oversee the Club's involvement in Scór and Scor Na nÓg competitions.
4. Roll out the use/visibility of Irish within the Club and its premises in consultation with the Irish Language Officer.
5. Ensures a gaelic dimension to all Club events.
6. Contribute at County level as appropriate.
7. Co-ordinate Club activities in complementary events eg Fleadh competitions etc.
8. Ensure all club policies applicable to cultural activities are implemented.
9. Play a proactive role in the Club Youth and Child Protection Committee and be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
10. To support the implementation of the club 5 year strategic development plan.



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Leas Oifigeach Cultúir /Assistant Cultural Officer

The proposed duties of the Assistant Cultural Officer are:

1. Assist with all aspects of gaelic culture within the Club.
2. Assist in the overseeing of the Club's involvement in Scór and Scor Na nÓg competitions.
3. Ensures a gaelic dimension to all Club events.
4. Assist in the co-ordination of Club activities in complementary events eg Fleadh competitions etc.
5. Play a proactive role in the Club Youth and Child Protection Committee and be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
6. To support the implementation of the club 5 year strategic development plan.



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***Ainmnithe Leanaí agus Aosach Leochaileach
Oifigeach/Designated Children's and Vulnerable
Adults Officer***

The proposed duties of the Designated Children's and Vulnerable Adults Officer are:

1. Oversee and assist with the implementation of the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour (Underage), Annual Risk Assessment for Child Safeguarding and Child Safeguarding Statement.
2. Oversee and maintain the complaints procedures.
3. Attend the GAA workshop 'Good Practice & Child Protection' renewable every three years
4. Be familiar with current child protection legislation.
5. Understand the GAA Code of Ethics, child protection procedures, rules and regulations.
6. In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
7. If unable to attend any executive committee meeting, a report/ apologies should be sent to the secretary.
8. Liaise with Ulster GAA Children and Vulnerable Adults Officer when appropriate.
9. Maintain a register of all club volunteers who have Access NI Clearance.
10. Maintain a register of all club volunteers who have completed appropriate "Good Practice and Child Protection" Workshops.
11. Convening meetings of club Youth and Child Protection Committee as appropriate.
12. Convene Child Safeguarding Group comprising himself, Childrens' and Vulnerable Adults Officer (this is a sub group of Youth and Child Protection Committee).
13. To support implementation of Club 5 Year Development Plan.



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***Leas- Oifigeach Ainmnithe Leanaí agus Aosach
Leochaileach/Deputy Designated Children's and
Vulnerable Adults Officer***

The proposed duties of the Deputy Designated Children's and Vulnerable Adults Officer are:

1. To support the Designated Children's and Vulnerable Adults Officer in all their duties.
2. To be pro-active in the implementation of the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage, Annual Risk Assessment for Child Safeguarding and Child Safeguarding Statement.
3. Attend the GAA workshop 'Good Practice & Child Protection' renewable every three years
4. Be familiar with current child protection legislation.
5. Understand the GAA Code of Ethics, child protection procedures, rules and regulations.
6. In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
7. Attending meetings of club Youth and Child Protection Committee as appropriate.
8. Attending Child safeguarding Group Sub Committee Meetings.
9. To support implementation of Club 5 Year Development Plan.



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***Oifigigh Leanaí agus Aosach Leochaileach/Children's
and Vulnerable Adults Officer***

The proposed duties of the Children's and Vulnerable Adults Officer are:

1. Ensure the promotion and implementation of the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage, Annual Risk Assessment of Child Safeguarding and Child Safeguarding Statement.
2. Assist with the complaints procedures in accordance with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage.
3. Attend the GAA workshop 'Good Practice & Child Protection' renewable every three years
4. Be familiar with current child protection legislation.
5. Understand the GAA Code of Ethics, child protection procedures, rules and regulations.
6. In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
7. If unable to attend any committee meeting, a report/ apologies should be sent to the secretary.
8. Attending Club Sub Committee Child Safeguarding Group meetings.
9. Attending meetings of club Youth and Child Protection Committee as appropriate.
10. To support implementation of Club 5 Year Development Plan.



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Oifigeach Leas Leanaí agus Daoine Fásta
Soghonta/Deputy Children's and Vulnerable Adults
Officer

The proposed duties of the Deputy Children's and Vulnerable Adults Officer are:

1. To support the Children's and Vulnerable Adults Officer with their duties.
2. Assist with the implementation of the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage, Annual Risk Assessment for Child Safeguarding and Child Safeguarding Statement.
3. Attend the GAA workshop 'Good Practice & Child Protection' renewable every three years
4. Be familiar with current child protection legislation.
5. Understand the GAA Code of Ethics, child protection procedures, rules and regulations.
6. In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
7. Attending meetings of club Youth and Child Protection Committee as appropriate.
8. Attending Club sub-committee Child Safeguarding Group meetings.
9. To support implementation of Club 5 Year Development Plan.

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Oifigeach idirchaidrimh scoile / School Liaison Officer

The proposed duties of the School Liaison Officer are:

1. To establish a strategic partnership between St. Peter's GAA Club and St. Dallan's Primary School and to explore appropriate arrangements with the Primary Schools in local catchment area.
2. To ensure that young people and Gaelic Games are at the centre of the Curriculum at St. Dallan's Primary School and also St. Peter's GAA Club.
3. To maintain the Club's School Liaison Notice Board in St. Dallan's Primary school.
4. To continue to encourage St. Dallan's Primary School to include the strategic school liaison links between the school and St. Peter's GAA Club as part of their school strategy document.
5. To work with the Principal and the teachers in St. Dallan's Primary School to address coaching needs for the school in respect of Gaelic Games and to facilitate coaches from the Down GAA County Board and also St. Peter's GAA Club.
6. To encourage a diversity of Gaelic Games at Primary school level, Gaelic football, ladies Gaelic football, hurling/camogie and handball.
7. To co-ordinate along with St. Dallan's and St. Peter's GAA Club a Primary 7 Health and Well Being Day.
8. To work in partnership with the Principal and the GAA co-ordinator in St. Dallan's Primary School to identify opportunities to build upon the role of St. Dallan's and St. Peter's GAA Club as a partnership in the local community.
9. To build the profile of the Club's Kellogs Cúl Camp within St. Dallan's Primary School and also Dromore Road Primary School (June).
10. To try and encourage Rounders in St. Dallan's P.S.
11. Attending meetings of the Club Youth and Child Protection Committee as appropriate.
12. To work in partnership with the Club Health and Well Being Officer and Community and Outreach Officer on joint initiatives between St. Peter's GAA Club and local primary schools.
13. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
14. To support implementation of 5 year Club Development Plan.



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Oifigeach na nÓg / Youth Officer

The proposed duties of the Youth Officer are:

1. Liaise with club football, hurling, camogie, cultural and community and health and well being committees to ensure that youth are at centre of all their committee activities.
2. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
3. Combine Games Development/Coaching Officer role to develop a structured youth development plan with other relevant Club members.
4. Co-ordinate appropriately qualified Coaches/Mentors to all youth teams.
5. Implement a co-ordinated approach to games development and coaching.
6. Liaise with the Children and Vulnerable Adults Officer Deputy Children and Vulnerable Adults Officer to ensure that all Club members who are involved in youth have followed all relevant club policies.
7. Promote Club Parents Code of Conduct, Club Coaching Code of Conduct, Anti Bullying Policy, Club Youth Players Code of Conduct and Club Games Policy.
8. Promote Club Rules for youth members.
9. Have a pro-active role in encouraging a full range of youth activities within the club, including games, culture and community activities.
10. Support the implementation of the club 5 year development plan.
11. Represent the Club at meetings of the County Bórd na nÓg if appropriate.
12. Play a proactive role in the Club Youth and Child Protection Committee.
13. To support implementation of 5 Year Club Development Plan.



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***Oifigeach forbarthá d'oiliúint agus cluichí /
Games Development/Coaching Co-ordinator***

The proposed duties of the Games Development/Coaching Co-ordinator are:

1. To prepare and maintain a Coaching Plan for the Club.
2. To implement a coherent framework for managing and directing the content of all coaching programmes within the Club.
3. To ensure that Club Coaches are up to date with resources, coaching education opportunities, child protection issues and practice.
4. To oversee the management of the smooth transition and development of players from child to adulthood.
5. To ensure that FUN is at the core of our games and to place emphasis on games participation.
6. To create an identity for players within the Club and encourage games development through such events as trips to Croke Park, Family Fun Day, Easter & Summer Hurling Weeks, Kellogs Cúl Camp, Campa Chormaic, internal skills competition, internal club sevens competition.
7. To act as convenor of the Club's Games Development Coaching Group.
8. To ensure that Club Coaches have access to the GAA Fundamentals Pack, Gaelic Start Resource, Learn to Train Pack and Train to Train Pack.
9. Encourage Club Coaches to participate in Ulster and County Coaching Development Workshops and to maintain a register of participations.
10. To maintain a register of courses undertaken by Club Coaches.
11. To work in close co-operation with the Children and Vulnerable Adults Officer and the Deputy Children's and Vulnerable Adults Officer to ensure that all coaches have signed the Club Coaches Code of Conduct and are familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
12. To co-ordinate two way communication among Coaches and to explore the possibility of developing a specific bespoke section on the Club website for Coaches.
13. To facilitate along with the School Liaison Officer development of close Club/School links and assisting the Primary School in the development of Gaelic Games for all.
14. Sitting on Club Development Committee and integrating with Club Executive Officers and other officers within the Club.
15. Development of Club Coaching programmes in a progressive and inclusive way.
16. Liaise with County and Ulster Council Games Development Coaches.
17. Play a pro-active role in the Club Youth and Child Protection Committee.
18. To support the implementation of the 5 year club development plan.



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Oifigeach Forbartha /Development Officer

The proposed duties of the Development Officer are:

1. Chair Club Development Committee
2. Oversees Club development issues.
3. Lead on producing, implementing and monitoring the Club's 5 year strategic development plan.
4. Identify and make proposals for development in club activities to enhance general organisation and efficiency of the club.
5. Work closely with other sub-committees and officers to encourage establishment of annual pre-determined key performance indicators (KPI's) and subsequent monitoring of the KPI's and report outcome to Senior Management Executive Committee.
6. Review club policies on an annual basis for appropriateness and advise Senior Management Executive Committee accordingly.
7. Ensure Club adopts and the Club Officers are familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage.
8. Co-ordinate Club Maith accreditation process and ongoing adherence to best practice.
9. Lead on major projects, e.g. identification and development of new playing facilities such as joint venture with St. Mark's re potential new Floodlit 3G Gaelic field.
10. Keep up-to-date on others' plans (e.g. local authorities & Sports Councils).
11. Keep up-to-date regarding funding programmes, GAA and other.
12. Co-ordinate the club parents forum meetings.
13. Keep up to date re best club practices.
14. Liaise with Down GAA Development Officer.
15. Play lead role in the 7 year Strategic Alliance with St. Mark's High School.
16. Play lead role in assisting the Club Treasurer or other Committee Members prepare and submit any statutory documents that are required (e.g. grant applications or grant funding requests, CASC and Gift Aid Returns etc.)
17. Review Club Officer Responsibilities and Remit and Responsibilities of Club Sub-Committees on an annual basis.
18. To support the implementation of the Club 5 Year Development Plan.
19. Contribute to Our Vision Committee re Business Case and funding for new capital projects including Our Vision.
20. Co-ordinate Club & Community Engagement Survey.
21. Liaise with and contribute to the Facilities Development group.



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Oifigeach Sláinte agus Folláine / Health and Well-Being Officer

The proposed duties of the Health and Well-Being Officer are:

1. Oversee the Club's health and wellness agenda and jointly lead Healthy Club Project.
2. Act as joint convenor of the Club Community Health and Well Being Committee.
3. Oversee the implementation of Club Health and Well Being Policy.
4. Assist the CPN ASAP Officer with the implementation of Club Drugs and Alcohol Policy and roll out GAA Drug and Alcohol Polices within the Club.
5. Oversee the implementation of the Club Health and Safety Policy and roll out GAA Health and Safety Polices within the Club.
6. Co-ordinate the First Aid procedures and procedures for access and use of defibrillators.
7. Work in close co-operation with other club officers and sub-committees.
8. Support the implementation of the club 5 year strategic development plan.
9. Contribute at County level and Provincial level as appropriate re Health & Safety Initiatives.
10. Co-ordinate Club Operation Transformation Programme and Irish Life Challenge.
11. Assist the Club Social Initiative Officer in his/her programme of activities.
12. Be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.



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***Oifigeach forbartha pobail agus for-rochtana /
Community Development and Outreach Officer***

The proposed duties of the Community Development and Outreach Officer are:

1. To jointly Chair the Club Community and Well Being Taskforce and jointly lead CPN Healthy Club Project.
2. To increase awareness in Warrenpoint that St. Peter's GAA Club is an inclusive and diverse organisation that is central to the local community and is welcoming to new members.
3. To engage with the wider community in and around Warrenpoint so as to create opportunities for and encourage their involvement in the community thereby contributing to a wider community spirit.
4. To value the contribution of those who are volunteers in the Club through the community and create opportunities to celebrate and reward their contributions.
5. To scope the number of new migrant families and minority faith communities living in the area and develop ways of engaging with them so as to create a more inclusive Warrenpoint.
6. To create opportunities for dialogue, discussion and action around 'challenging issues facing our community'.
7. To identify groups which could be invited to undertake cross community collaboration and identify the risks to reach consensus and co-operation through sports and cultural activities.
8. To establish strategic linkages with locally based community organisations e.g. South Down Family Health Initiative (SDFHI) and to develop partnership community programmes with for example the Community Pharmacy Programme (The Walk and Talk Initiative) and The Pointer Programme
9. To explore combining sport and well being issues and inclusion of women in CPN activities.
10. To contribute to the increasing environmental awareness issues in and around the Club.
11. To be an active participator in the Club Development Committee.
12. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
13. To support the implementation of the club 5 year development plan.



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Clubs Volunteer Officer Job Description

ROLE DESCRIPTION

The Club Volunteer Officer plays a key role in making sure a strong volunteering culture exists within St. Peter's GAA Club. Their focus is on ensuring that everyone who volunteers at the club feels valued, developed and supported and has the confidence and knowledge to undertake their roles to the best of their ability. The Club Volunteer Officer will also lead on the recruitment of volunteers for new and existing roles within the club.

REPORTS / ACCOUNTABLE TO

St. Peter's GAA Club Executive Committee

RESPONSIBILITIES

- Assess the personnel needs of the club on an annual basis; taking into account regular duties as well as special events
- Develop a recruitment plan that identifies all possible recruiting sources
- Recruit volunteers and, where possible, place them in roles that suit their background, skills or wishes
- Organise initial induction and, where possible, ongoing training
- Keep club volunteers informed of all club activities and events
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Ensure appropriate recognition of volunteers, including nomination for recognition awards
- Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers

SKILLS REQUIRED

- Have good communication skills
- Ability to delegate tasks
- Have good organisational skills

KNOWLEDGE

- Understand the nature of volunteering and what motivates people to volunteer
- Have a good understanding of the club volunteer roles and the ability to empathise with their needs

OTHER REQUIREMENTS

- Have time to do the job
- Have a genuine interest in the Association

- Be of good standing in the community

PERSON IN ROLE (CLUB CULTURE AND LANGUAGE OFFICER)

Signed: _____ Date: _____

CLUB SECRETARY

Signed: _____ Date: _____



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***Comhordaitheoir marsantais / Club Merchandise
Co-ordinator***

The proposed duties of the Club Merchandise Co-ordinator are:

1. To work in close co-operation with the Club Senior Management Committee to identify merchandise products for Cumann Pheadair Naofa.
2. To liaise with merchandise providers as agreed with Senior Management Committee.
3. To liaise with Club PRO re the marketing of Club merchandise.
4. To arrange for Club merchandise booking forms.
5. To arrange for the promotion and distribution of Club merchandise.
6. To co-ordinate club merchandise day or nights in association with Club Senior Management Committee and perhaps to integrate these into Juvenile Registration Nights etc.
7. To work closely with the Club Treasurer in agreeing procedures for the purchase and sale of Club merchandise.
8. To identify new and innovative new promotional products for Club.
9. To implement on-line club merchandise facility on Club website, with Club ICT Officer.
10. To support the implementation of the club 5 Year Development plan.
11. To manage Club Merchandising Shop and storage facilities in the Clubrooms in Mary Street.

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Oifigeach ICT / ICT Officer

The proposed duties of the ICT Officer are:

1. To work in close co-operation with Club PRO in terms of the operation of the Club ICT systems including Club website.
2. To work in close liaison with the Club Registrar and Assistant Club Registrar re the GAA Registration system and new GAA App and ensure the Club complies with GDPR guidelines.
3. To co-ordinate the Club text messaging system.
4. To identify and improve any ICT relevant issues to the Club Senior Management Committee.
5. To be a proactive member of the Club Communications and ICT Committee.
6. To design and facilitate online Club merchandise facility on Club website, along with Club Merchandise Co-ordinator.
7. To be familiar with GAA IT policies and the GAA Guidelines for GDPR and to be familiar with Foireann (the GAA Management System).
8. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
9. To support the implementation of the club 5 Year Development Plan.

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Comhordaitheoir scéim shóisialta/Social Initiative Officer

The proposed responsibilities and duties of the Club Social Initiative Co-ordinator / Comhordaitheoir scéim shóisialta are:

1. Oversee and facilitate discussion on the club's Social Initiative Agenda.
2. Report directly to Senior Committee on C.P.N. Social Initiative Agenda including agreeing 5 KPI's and review of annual performance via Annual Report to Committee AGM.
3. Act as a member of the C.P.N. Healthy Club Steering Group Team.
4. Work in close co-operation with other club officers and sub-committees.
5. Act as convenor of the club Social Initiative Advisory Group.
6. Oversee the implementation of the Club Social Initiative Action Plan, within the context of the National GAA Social Initiative Project, implementing a dual strand approach to the Social Inclusion Model and Isolated Older Men Focus.
7. Lead planning and implementation of Social Initiative activities within C.P.N under four broad categories: Social Gatherings; Group Trips; Health Promotion; and Education.
8. Represent club and contribute at County, Provincial and National level in the evolution of the GAA Social Initiative Project.
9. To support the implementation of the Club 5 Year Development Plan.
10. In conjunction with Senior Committee, submit Annual Social Initiative Report to Croke Park for accreditation and re-accreditation.

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***Alcóil & Oifigeach Mí-Úsáid Substaintí/
Alcohol & Substance Abuse Officer (ASAP Officer)***

The proposed duties of the Alcohol and Substance Abuse Programme Officer (ASAP Officer) are as follows:

1. Co-ordinate and oversee the implementation of the GAA Alcohol and Substance Abuse Programme within the Club, with assistance as appropriate of other Club persons.
2. Report directly to Senior Committee on the CPN ASAP including agreeing 3 KPI's and review of annual performance via annual report to Club AGM.
3. Act as a member of the CPN Healthy Club Steering Group team.
4. Be fully familiar with the GAA ASAP Manual, DVD, Website and other programme resources.
5. Utilise the help and guidance offered by the Down ASAP Co-ordinator as well as by Provincial and National ASAP Co-ordinators.
6. Attend Down GAA ASAP Training Courses.
7. Be the contact person for the Club, in matters relating to the ASAP Programme.
8. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
9. To support the implementation of the Club 5 Year Development Plan.

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Oifigeach Ar Cíos Halla/Hall Lettings Officer

The proposed duties of the Hall Lettings Officer are:

1. Co-ordinate diary of all Hall bookings.
2. Co-ordinate terms of business for Hall Lettings.
3. Confirm all persons / entities to let / utilise hall facilities have adequate insurance.
4. Communicate rates for hiring hall.
5. Co-ordinate hire / lease agreements with those hiring hall for use.
6. Collect hall rentals and liaise with Club Treasurer and Club Secretary.
7. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
8. Support the implementation of the 5 year Club Development Plan.

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Comhordaitheoir Liathróid Láimhe/Handball Convenor

The proposed duties of the Handball Convenor are:

1. Report directly to the Senior Management Committee and co-ordinate Handball activities within club.
2. Liaise with Down County Handball Committee on behalf of club.
3. Co-ordinate entry of club Handball teams and registrations with Club Registrar and Down Handball Committee.
4. Co-ordinate facilities and equipment for Handball within the club.
5. Co-ordinate internal club Handball Competitions.
6. Liaise with the Club Coaching & Games Development Officer.
7. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
8. Support the implementation of the 5 Year Club Development Plan.

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Comhordaitheoir Chumann Peil na mBan/Ladies Gaelic Football Convenor

The proposed duties of the Ladies Gaelic Football Convenor are:

1. Report directly to the Senior Management Committee on matters relating to Ladies Gaelic Football within the club.
2. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
3. Work closely with the Football Committee and keep the Football Chairman and Secretary briefed on any important developments.
4. Work closely with the Club Coaching & Games Development Officer.
5. Work closely with Club Registrar and Club Treasurer to ensure appropriate Registrations and payments are recorded with Down Ladies Gaelic Football Board.
6. Attend Down Ladies Gaelic Football County Board meetings.
7. Support the implementation of the 5 Year Club Development Plan.

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Oifigeach Idirchaidrinch St. Mark's/Liaison Officer re Strategic Alliance with St. Mark's

The proposed duties of the Liaison Officer re Strategic Alliance with St. Mark's are:

1. Report directly to the Senior Management Committee.
2. Oversee Operational Implementation of 7 Year Strategic Alliance with St. Mark's School re utilisation of school facilities.
3. To be familiar with the National GAA, Camogie, LGFA, Handball and Rounders Code of Behaviour, Underage and Child Safeguarding Statement.
4. Work closely with Gaelic Football, Hurling, Ladies Gaelic Football, Camogie, Handball and Cultural activities within the club.
5. Establish close working relationship with designated Senior Representative from St. Mark's School.
6. Liaise with Club Fixtures Secretary.
7. To support implementation of 5 Year Club Development Plan.