

## COMMITTEE STRUCTURE

### Who should the Committee consist of?

The Committee should have at least three elected Officers:

- The Chairperson
- The Treasurer
- The Secretary

Other positions (social, fixtures, junior section, coaching, officials, performance, development, facilities) can also be outlined in the constitution according to requirements

It is recommended that the committee meets once a month/ every other month, but at least once a quarter to review the working of the Club.

The Committee exists to serve the Club and to ensure the best possible service is given to the members.

### The role of the Committee(s)

One of the first objectives in starting a Club is to elect a Committee at an opening meeting. This may sound official and off putting, but it is relatively straightforward.

It is helpful if various people have been identified and are happy to take the job on before the meeting starts, this avoids any embarrassing situations when committee members are asked for.

The election process is quite simple. A person is nominated; this nomination is seconded by a person agreeing with the nomination. A vote, normally a show of hands from the audience, is taken to show that they agree. The result of the vote should be written in the minutes.

This process is then repeated annually through the AGM.

As a club grows it may be sensible to have some sub committees to take responsibility for different aspects of club life, e.g. Juniors, Social, Coaching, Grounds/ Facilities. In setting up sub committees it is good practice to outline (preferably in writing) the role and remit of the committee to ensure that responsibilities are clear, and also to agree how the work of the sub committee(s) will be recorded and reported through the main committee to ensure that communication works effectively.

Once established a club might want to consider introducing terms of office for the various posts, this can help to share the work load amongst members, avoid overburdening the same individuals all the time and to introduce new ideas to the committee at regular intervals. If the terms of office for different positions are staggered over time this will also help to maintain some continuity and stability.