



GAA Club Pre-AGM
National Officer Development Committee

Introduction



The Purpose of the AGM

1. Review Activities of the previous year
 2. Discuss Motions
 3. Elect Officers
- The AGM is an opportunity for a Club to set the foundations for the coming year.
 - It allows club members to express their views and ideas on all aspects of the running of the club and the playing of the games.
 - All Clubs must remember that they are governed by the club constitution Treoir Oifigiúl when running their AGM and all other affairs.



Introduction

Any addition or amendment to the Club Constitution must be submitted to the County Board for approval by the County Committee - **Rule14.1**

Encouraging People



- Promote the AGM through:
 - Positive verbal communication
 - Positive body language
 - Welcoming attitude

- Notification:
 - Written notice to members in accordance with rule 8.5.2
 - Additional promotion through
 - Posters
 - Newsletters
 - Local Media



Suitable Venue

- Comfortable, Spacious
- Consider provision of refreshments before the meeting
- Ensure full disabled access to the meeting
- Ensure the venue is easily accessible by public transport and let people know how to get there
- Ensure the venue is not off putting to any group of members

Effective Meetings - AGM



AGM - Notice, nominations and motions (R 8.5.2)

- The Secretary must give at least twenty-eight days notice in writing to the members of the date of the AGM
- Nominations and motions forwarded to the secretary not less than **twenty one** days prior to the meeting.

AGM Documentation (rule 8.5.3)

Members must be circulated the following documentation so as to give the members **ten days clear notice** before the meeting :-

- (a) Copy of the Agenda for the meeting.
- (b) Copy of the Annual Report of the Secretary.
- (c) Copy of the Financial Statements, including the Report of the Accountant(s) or Auditor(s) and Sub-Committees.
- (d) Details of the Nominations for election to the Executive.
- (e) Copies of any motions for consideration at the meeting



Club Executive Committee

c.c. 7.2

The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Registrar, Officer for Irish Language and Culture, Public Relations Officer, Children's Officer, one Players' Representative, and at least five other Full Members.



Role of the Executive

- To manage the affairs of the club from AGM to AGM
- To adopt policies and practices which enhance the club and its activities
- To communicate to members and the community it serves a positive and visionary message

Delegation

- The Club Executive Committee should delegate responsibility through the appointment of Sub-Committees.
 - All Sub-Committees are subject to the authority of the Club Executive Committee.
 - Life-span from AGM to AGM.
 - Chairperson should ideally be a member of the Club Executive Committee.



Club Executive Committee

All members of the Club Executive Committee elected should then familiarise themselves with the responsibilities attached to their posts.

This information is readily available from the Club Manual and the GAA Website.



Role of Members

- Forward nominations for election to the executive
- Forward motions for consideration
- Be familiar with the AGM documentation circulated
- Be positive

Voting at the AGM



Who is eligible to vote?

Only Full Members, whose membership fees are paid up to date in accordance with Rule 6.2 of the Club constitution and who are not suspended or disqualified are eligible to vote at a General Meeting, including the Club AGM (rule 9.1 Club constitution).



Voting Procedure

Prior to the election, tellers should be appointed to count the votes.

Only persons whose names are not on Ballot Papers should be appointed.

The Tellers should also distribute and collect the papers.

Before voting takes place, the Chairman should announce clearly any changes that may be necessary on the Ballot.



Voting Procedure

At any General Meeting a resolution put to the vote of the meeting is decided on by a show of hands. However either on or before the declaration of the result of the show of hands, a ballot can be demanded by the Chairman or by at least five members present and entitled to vote (rule 9.3 of the Club constitution).

Suggested Agenda



1. Adoption of Standing Orders.
2. Minutes of previous Annual General Meeting.
3. Consideration of the Annual Report submitted by the Secretary - Ratify.
4. Consideration of the Financial Statements including the Report of the Accountant(s) or Auditor(s) – Ratify.
5. The Chairperson's Address.
6. Election of Officers and Members of the Executive Committee.
7. Notices of Motion.
8. Other Business



Workshop

- Group 1

What are we as officers currently doing that we could easily delegate to other members in the Club?

- Group 2

What tasks could we as members / supporters perform that would ease the burden on officers and allow them more time to focus on their leadership roles?



VOLUNTEERS

- We must acknowledge the contribution of all volunteers no matter how small it may be
- Through this they will continue to assist us and by their presence we will attract others
- Losing a volunteer through criticism or personal dissatisfaction causes others to stay away
- Always *praise* and *thank* existing Volunteers



Upcoming programmes

- Pre AGM Courses available to Clubs
- Club Planning programme
- National and provincial committees will be running Club Officer training in each County coordinated by County Development Officers
- Online courses available soon



Help available

- National Committee – Lorena (Secretary) lorena.kelly@gaa.ie
- Local County Development Officer
- www.gaa.ie – Club Officer Roles – Clubzone section
- G.A.A. Club Manual

Go raibh míle maith agat