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**Charlotte James Connolly GAA**

**Executive Board of Directors**

**Chairperson, Vice-Chairperson, Secretary, Treasurer, PRO, Social Chair**

**Chairperson**

Estimated time commitment

Off Season: 5+ hours a week

In Season: 10+ hours a week

Oversee and preserve the well-being and success of the entire Charlotte GAA community.  Ensure that the club is well organized, well managed and active.   Must be dedicated to the job, have good communication skills, delegate tasks and have integrity.

* Represent the Club and provide leadership
* Create strong relationships with club members, our sponsors, Charlotte Irish Connection, supporters, SE Division and USGAA Board
* Meets regularly with board members, committees, sponsors and other community leaders.
* Attend, lead and represent the club at all functions including USGAA convention, Divisional Championships, USGAA Finals, Awards Banquet, AGM and other community events.
* Hold effective club meetings, ensure equal voting representation within the board. Votes on club motions only in the case of a tie.
* Help develop and convey the vision and direction of the club
* Delegate tasks to the board members, directs all aspects of the club to insure cohesiveness with goals and direction.
* Must ensure the sense of strong community within the club
* Liase with Charlotte Irish Festival
* Provide leadership & guidance to the Charlotte Irish American Center
* Ensure the future of Charlotte GAA is guided in a direction that is consistent with the clubs needs for the short and long term

Areas of oversight:

Executive Board of Directors

Board of Management

USGAA

Youth Program

**Vice Chairperson**

Estimated time commitment

Off Season: 3 hour per week

In Season: 7 hours per week during season

Aligned with the Chairperson to oversee and preserve the well-being and success of the entire Charlotte GAA.  Must be dedicated to the job, have good communication skills and have strong relationships with the other board members, club members, sponsors and supporters.  Must ensure the sense of strong community and acceptance within the club.

* Oversees coordinators of various areas of club development and organization as outlined below
* Creates and maintains an inventory of all assets owned by Charlotte GAA
* Researches, coordination and purchasing of club apparel & playing kit

Areas of oversight:

Men’s Football Coordinator (Vice Chair)

Ladies Football Coordinator (Vice Chair)

Hurling Coordinator (Vice Chair)

Charlotte City League (Vice Chair)

Recruitment Director (Vice Chair, PRO)

Program Development (Chair, Vice Chair)

Connolly Cup (Chair, Vice Chair)

**Secretary**

Estimated Time Commitment

Off Season: 3 hour per week

In Season: 7 hours per week during season

Must have good communication skills and be detail oriented and diligent in proper management clubs’ documents.

* Liaison between the Club and Divisional and USGAA Channels
* Attend Divisional Meetings and Calls
* Manages official gaa.ie email address
* Give proper notice of any meetings and distribution of materials such as agendas and meeting minutes
* Preparation for and follow up on assigned tasks
* Record minutes
* Knowledgeable of the club’s records and relating materials
* Provide advice and resources on topics such as governance issues, amendments and USGAA regulations
* Managed club insurance needs
* Oversees and signs off on registration process
* Responsible for Team Sheets and official GAA documentation
* Charlotte City League

Areas of oversight:

Communication Director (PRO, Secretary)

Registrar (Secretary)

**Treasurer**

Estimated time commitment

Off Season: 3 hour per week

In Season: 7 hours per week during season

Must have financial literacy, attention to detail, timeliness in completing tasks, neat and accurate record keeping, and a willingness to ask questions. Provide strong communication with board members concerning budget oversight.

* Bank account maintenance including selecting a bank, making payments
* Financial transaction oversight.  Being knowledgeable about who has access to the organization’s funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
* Developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
* Overseeing the development and observation of the organization's financial policies.
* Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board
* Oversee tax-exempt status and IRS requirements
* Develop and Manage Annual Budget

Areas of oversight:

Ways & Means Director (Fundraising, Treasure)

**Public Relations Officer**

Estimated time commitment

Off Season: 3 hour per week

In Season: 7 hours per week

Manages the writing and content of information to the public and ensure that the club is well represented.  Promote the club through various channels of communication.

* Designs Marketing Plan for year-round communication and brand awareness.
* Manages and facilitates all media channels including, monthly newsletter, website, social media, press releases, print and digital adverts.
* Responsible for documenting club results.
* Stays up with GAA items in US and Abroad
* Works with club sponsors and creating club sponsors to ensure value to those sponsors throughout the year.

Areas of oversight:

* Communication Director (PRO, Secretary)
* Recruitment Director (Vice Chair, PRO)
* Social/Community Director (PRO, Chair)

**Social Chair**

Estimated time commitment

Off Season: 3 hour per week

In Season: 7 hours per week

Plan and execute social gathering opportunities that fall in line with the mission of Charlotte GAA. Lead the coordination of social events from start to finish. Build engagement among club members by bringing them together for a meaningful purpose.

* *Enhance overall club satisfaction*
* *Facilitate Networking*
* *Exchange Ideas*
* *Improve Effectiveness of Social Events*
* *Promote club growth for all codes and levels by recruiting locally*
* *Seek out/coordinate with local events (Festivals, pop-up events, etc)*
* *Develop an internal recognition program for members*
* *Assist with club gatherings/events*
* *Social Membership Retention and Engagement*

*\*\*All Executive Board position are expected to hold a 2-year commitment or greater but not required\*\**

**Board of Management Positions (Appointed by Executive Board)**

**Coordinators:**

Men’s Football Coordinator, Ladies Football Coordinator, Hurling Coordinator, Tyber Trophy Coordinator, Youth Development Officer, Registrar

**Directors:**

Ways & Means Director, Social/Community Director, Communication/Social Media Director and Recruitment Director

**Standing Committees:**

Fundraising, Program Development, Tyber Trophy, Connolly Cup, Social/Community and Recruitment