



Recruitment Procedures

St Joseph's GAA Club, Ballycran recognises the importance of having the right people in the right roles, and in clearly defining not only the remit of individual roles, but also the remit of the various sub-committees working within the club. To that end we have laid out a set of definitions for key roles in the club (as shown in this document) and we have, through a planning workshop, identified the remit of each sub-committee in the club.

In addition, our Executive Committee have formally adopted a Club Recruitment of Volunteers Policy to help emphasis and focus recruitment of appropriately skilled individuals into the key roles in the club. Having set up this procedure and sourced the appropriate volunteers, we introduced a formal process of induction for these office holders and ensured a formal recording of probationary periods for these individuals to ensure they were comfortable in their new roles and had the adequate support from the Club Executive to equip them with the tools required to perform their role for the wider club membership.

The following outlines the expectation of the club for individuals presenting in respect of the following key roles within the club and each is documented individually so that this information can be circulated to interested parties who wish to present for these roles:

- CATHAOIRLEACH / CHAIRPERSON
- AN RÚNAÍ / SECRETARY
- AN CISTEOIR / TREASURER
- OIFIGEACH ÓIGE/CHILDREN'S OFFICER

- OIFIGEACH OILIÚNA / COACHING OFFICER
- OIFIGEACH CAIDREAMH POIBLÍ / PUBLIC RELATIONS OFFICER
- OIFIGEACH FORBARTHA AN CHLUB/DEVELOPMENT OFFICER

- SCHOOL – CLUB LAISON OFFICER
- OIFIGEACH FORBARTHA AN CHLUB/DEVELOPMENT OFFICER
- OIFIGEACH SLÁINTE AGUS FOLLÁINE / HEALTH AND WELL-BEING OFFICER

At the start of the 2017 season a brainstorming session attempted to address the roles and responsibilities of each sub-committee within the club. This was an attempt to define the expectation of the Executive Committee for the tasks and workload that was agreed and expected from each individual sub-committee within the club. The output of this workshop was circulated to each group within the club and helped to alleviate much of the initial confusion around where the remit of one sub-committee ended and the other started as experienced in the initial amalgamation season of 2016.

The output of this exercise that defines these roles is included for completeness.

Finally as each office identified via the Club Maith portfolio implementation within the club was identified (some such offices already existed in the club prior to the 2017 season), a formal procedure was introduced with respect to probationary periods for each such office



holder within the club. This was explained to and bought into by the new co-opted office holders and introduces a degree of formality that forces individuals to take these voluntary positions very seriously as well as affording a support framework to enable these people to feel comfortable in their new roles.

This database of probationary information is furthermore included as part of our Club Maith portfolio.