



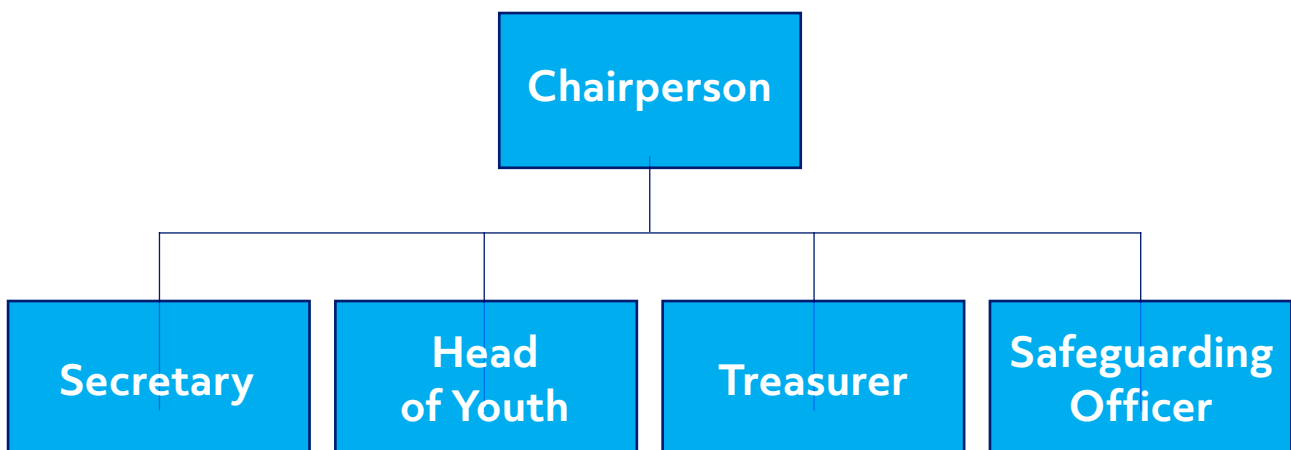
# People Development

## Committee

A vibrant and dynamic committee is vital to drive the club forward. This group of people manage the club's affairs and develop the club so that members receive a great experience. As the committee make decisions on behalf of the club it is important to get the right people with the right skill sets onboard.

The committee will at least have a chairperson, treasurer, secretary and safeguarding officer. Look at the needs of your club and make a list of the other roles and responsibilities that will be key to helping the club to sustain or grow.

### Sample committee structure



### Other roles that may be involved on the committee

- Representative from the club's youth council
- Fundraising officer
- Head of communication
- Volunteer co-ordinator
- Representative from the players

Have clear roles and responsibilities for your committee members. Be honest about the approximate amount of time that members will need to dedicate to their roles and try to match people to the right skill set.

You will be able to access role description templates on the People and Clubs section of the Irish FA website.

## **Subcommittees**

At times your club may want to set up a subcommittee to focus on a particular activity at the club such as:

- The youth section
- Club finances
- Marketing the club
- Club membership
- Fundraising

Subcommittees are normally small and consist of around five people. Each subcommittee needs to know why it was set up and be clear about its objectives. The subcommittee members will schedule how often they meet and how frequently results are reported to the club's main committee.