

Serving on the Indy GAA Board

Role descriptions for the upcoming board elections

The constitution gives each board position a short, formal description. This guide fills in the rest: what the work actually looks like day to day, with examples, so you can picture yourself doing it. Many people assume a board role is bigger, more technical, or more demanding than it is. Most of these roles are about showing up consistently, asking good questions, and getting help from fellow members.

What every board member is expected to do

- **Attend the monthly board meeting.** Read what is sent ahead of time, take part in the discussion, and vote on decisions.
- **Serve a two-year term.** Seats are staggered, so any position not up for election this year will be next year.
- **Represent the whole club.** You act in the interest of all members: players and non-players, new and long-time, hometown and travel. There is no playing requirement for any seat.
- **Plan on roughly 5 to 10 hours a month.** That covers the meeting plus your own role. Some seasons are busier for some roles than others, and the load shifts with events, volunteers, and time of year.
- **Stay reachable.** Day to day, the board communicates by email and Slack, in person at events and practices, and by phone or text when something is urgent. A timely reply, even if it is just "I will look into it", goes a long way.
- **Follow through on what you take on.** If you say you will get a quote, send a reminder, or make a call, do it by the next meeting, or say early that you need help.
- **Delegate and ask for help.** No one is expected to do their role alone. Recruiting volunteers and handing off tasks is part of the job.
- **Support board decisions once they are made.** Debate is welcome in the meeting; the board speaks with one voice afterward.
- **Treat member matters with care.** Personal information, payment difficulties, and disputes stay within the board.

What you do not need

You do not need prior board experience, a background in GAA sports, or professional expertise in finance, marketing, or project management. Willingness to learn, to communicate, and to do what you say you will do matters more. Outgoing and continuing board members will help you get started.

Chair

Keeps the board organized and the club pointed in one direction.

Official description: *Convenes and presides over regularly scheduled Board of Directors meetings.*

What you would actually do

- **Run the monthly board meeting.** Build the agenda with the other officers, keep the conversation on track, make sure every director is heard, and confirm decisions are recorded. A meeting might move from a field update to a sponsor report to a vote on an expense.
- **Guide the club's direction.** Over your two-year term, help the board decide what matters most (for example growing membership, securing better facilities, or strengthening finances) and check in on progress along the way.
- **Build relationships across the city.** Keep up and grow ties with other organizations, such as other sports clubs, cultural groups, community partners, and local businesses. That might mean an introduction, showing up at their event, or a thank-you note after they help us.
- **Be a point of contact for the club.** Partners, sponsors, and members often need to know who to talk to. You are that first call, and you route questions to the right officer.
- **Support the other officers.** Check in, notice when someone is stuck or overloaded, and help line up volunteers.

What a typical month might include

- Draft and send the agenda, then chair the monthly board meeting
- Follow up on action items from the last meeting
- One or two conversations or events with partner organizations or sponsors

You do not need to already know

You do not need to be a polished public speaker, know formal meeting procedure, or have every answer. Your job is to ask good questions, keep things moving, and make sure decisions get made.

Time commitment

Within the 5 to 10 hour monthly range for most of the year. The load rises around strategy planning, major club events, and partner meetings.

Vice-Chair

Runs the hometown side of the club: the pub league, the practice fields, and the competition committee.

Official description: *Presides at club meetings when the Chair cannot attend; oversees committees on special subjects designated by the Board; is responsible for the pub league and all its components; chairs the competition committee.*

What you would actually do

- **Run the pub league.** Handle the logistics that make league nights happen: schedules, team and player sign-ups, communication with captains and participants, partner venues, and sorting out issues as they come up.
- **Secure practice fields.** Work with the Parks department to request, confirm, and adjust field time for practices. This includes permit paperwork and rescheduling when weather or conflicts get in the way.
- **Chair the competition committee.** Lead a small group that helps shape how competition works for our home club: league structure, scheduling, and rules questions. Tournament entries and travel are handled elsewhere and are not part of this role.
- **Oversee special-subject committees.** When the board creates a committee on a specific topic, you may be asked to oversee it and keep the board updated.
- **Step in for the Chair.** If the Chair cannot attend a meeting, you run it. This is occasional and the agenda is prepared in advance.

What a typical month might include

- Confirm upcoming field bookings and fix any conflicts with the Parks department
- Check in with pub league captains and answer questions
- Run or join a competition committee meeting; give a short update at the board meeting

You do not need to already know

You do not need to be a league organizer by trade or know every rule of every GAA sport. Committee members and returning volunteers know the details, and your role is to coordinate, communicate, and keep things on schedule.

Time commitment

Within the 5 to 10 hour monthly range. It is heaviest before and during the pub league season, and when field permits are being requested.

Treasurer

Keeps the club's money organized, visible, and on track.

Official description: *Reports at each board meeting; chairs the finance committee; assists in preparing the budget; helps develop fundraising plans; makes financial information available to the board and the public.*

What you would actually do

- **Report at every board meeting.** A short, plain-language update: what is in the account, what came in, what went out, and what bills are coming. For example, "dues are mostly collected and the field permit payment is due next month."
- **Track and pay the bills.** Most money moves digitally, so this is mainly online payments and transfers, such as field fees, insurance, equipment, and reimbursements to members who have spent on the club's behalf.
- **Follow up on money owed.** Send friendly reminders on unpaid sponsorship payments. Work out payment plans, with board guidance, for members who cannot pay their full membership fee at once.
- **Help build the budget and fundraising plans.** Work with the board each year to estimate income and expenses, and help plan fundraisers to fill gaps or fund projects.
- **Chair the finance committee.** Lead a small group that reviews finances and offers ideas.
- **Keep the books open.** Make financial information available to directors and the public, so everyone can see how the club is doing.

What a typical month might include

- Reconcile the account, pay approved bills, and process reimbursements
- Send one or two reminders on outstanding sponsorship or membership payments
- Prepare the financial report for the board meeting

You do not need to already know

You do not need to be an accountant. If you can keep a clear spreadsheet or use simple bookkeeping software, and are careful and consistent, you can do this role. Be aware that you will be the main keeper of the books, so expect a thorough handoff of accounts and records when you start, and use the finance committee and the board for review and ideas.

Time commitment

Within the 5 to 10 hour monthly range most months. It rises around budget preparation, membership and dues season, and fundraising events.

Recruiting Officer

Grows the club by bringing in athletes and people curious about Irish sport, and helps them stay.

Official description: *Develops efforts to grow the Club's membership; identifies and pursues opportunities to recruit new members; works with the Board and members to develop recruiting initiatives, outreach efforts, and programs that introduce new participants to the Club.*

What you would actually do

- **Build a recruiting plan.** Decide who we most want to reach (athletes and people interested in Irish sport) and where they are. Past efforts at the local Irish festival brought some interest, but many younger people are elsewhere now, so part of the job is testing new places. Ideas include college and rec-league communities, other sport clubs, and social media.
- **Create easy first steps.** Plan introductory events such as "try it" sessions or open practices where newcomers can pick up a stick or ball with no pressure.
- **Help new people stay.** Recruiting only works if people come back. Work with coaches and members on a structured, welcoming first few weeks: beginner-friendly coaching, a buddy for each newcomer, and a follow-up after their first practice.
- **Keep simple records.** Track who showed interest, who came out, and who stayed, so the club can see what works and what to drop.
- **Work with members.** Ask current members to invite friends, share events, and help run activities. You do not do this alone.

What a typical month might include

- Plan or help run one outreach effort or intro event
- Follow up with new contacts and check how recent newcomers are doing
- Update the board with what is working and what to try next

You do not need to already know

You do not need a marketing or sales background or a big personal network. Start with one or two ideas, try them, and learn from the results. Enthusiasm for the club and a willingness to invite people matter most.

Time commitment

Within the 5 to 10 hour monthly range. Expect more time in the weeks before a season starts and around outreach events.

Special Projects Officer

Takes a big club goal and turns it into a plan, a team, and steady progress.

Official description: Oversees large-scale or long-term projects identified by the membership or the Board; coordinates planning and execution, including establishing objectives and necessary resources; works with the Board, members, and outside parties to monitor progress and keep projects aligned with the Club's goals.

What you would actually do

- **Own the project, not every task.** Your role is to keep a project moving, break it into steps, and find the people to do them. The board or members propose projects; you help turn them into a plan.
- **Define the goal.** Write down what we are trying to achieve, why, and what "done" looks like.
- **Research and budget.** Gather options, quotes, and permissions, and build a simple timeline and budget with the Treasurer, including fundraising if needed.
- **Work with outside parties.** Talk to the Parks department, landowners, contractors, donors, or other clubs as the project requires.
- **Report and ask for decisions.** Give the board a short monthly update and bring decisions that need a vote.

What a typical month might include

- Check in with the project team and update the plan or timeline
- Request a quote, permission, or information from an outside party
- Update the board and flag anything that needs a decision

You do not need to already know

You do not need construction or formal project management experience. Ideas that have come up include club-owned nets behind the goals at our current fields, a club-owned pitch, and a storage shed or locker rooms. Take nets as an example: get quotes, check field rules with the Parks department, propose a budget, get a board vote, and organize an install day. Projects are not yet defined, so the first task for this role is helping the board choose and shape them.

Time commitment

Within the 5 to 10 hour monthly range. It varies with the project: lighter while ideas are being discussed, heavier during planning, fundraising, or building.