



Youth Work Ireland

# Chairperson Duties

What does a chairperson do in a youth club?

- Is the key contact to the Support Worker
- Chairs club meetings
- Draw up agenda for club meetings with the club's secretary
- May have to attend meetings with parents
- May have to be signatory on official documents
- Ensure that all activities have sufficient insurance cover
- Contact Support Worker if there are any issues within the club
- After consultation with key leaders/leaders, contact Support Worker with and child protection/welfare concern



Youth Work Ireland

# Secretary Duties

What does a Secretary do in a youth club?

- Draws up agendas for club meetings with the club's chairperson
- Take minutes of club meetings and circulate to all volunteers within the club
- Complete documents on behalf of the club
- Pass on any information to all volunteers as you receive it





Youth Work Ireland

# Volunteer Recruitment Officer (VRO) Duties

What does a VRO do in a youth club?

- Responsible for the distribution of Garda Vetting Application forms and the completion of the Identification Validation Form and maintaining records of same as required
- Take on the duties of the 'Responsible Person' in completion of the Identification Validation Form
- Will be the Key contact person for the club relating to Garda Vetting with the Regional Vetting Contact Person
- The responsible person verifies the identity of the applicant, documents provided are valid, confirm with the applicant that they have agreed to share their personal information with the youth service and appropriate, relevant organisations
- Sign the photocopies of the original documents
- Sign the validation form
- Ensure ratios are maintained
- Ensure names of training are submitted

**NB: The 'Responsible Person' may be contacted by the MYS/Youth Work Ireland and/or An Garda Síochána to verify the validation form.**



Youth Work Ireland

# Club Registration Officer (CRO) Duties

What does a CRO do in a youth club?

- Attends on registration nights
- Retains and is responsible for all registration forms
- All forms should be locked away in a filing cabinet/briefcase/lock-box etc.
- Young people and volunteers personal information cannot be stored on personal laptops
- The hardcopy of the member database is to be held in a lock-box with attendance book/folder and club mobile phone
- The club mobile phone must be password protected