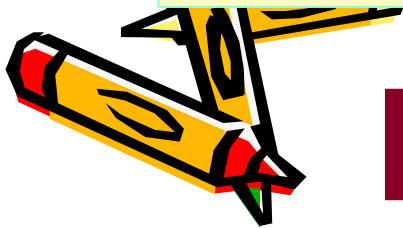


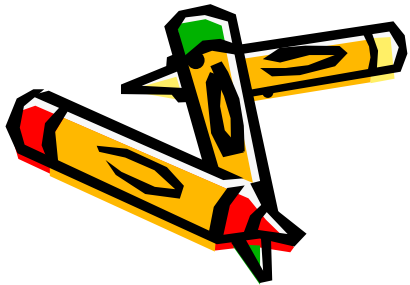
OUR VISION, OUR VALUES, OUR MISSION, AND OUR ETHOS are guided by many principles:

- The essence of our movement, as we interpret it, is that it is all embracing and inclusive of everyone regardless of race, religion or ability.
- The core values of our services have always been underpinned by honesty, openness, fairness, the dignity and humanity of each person, free from harassment, anti-sectarian and anti-racist.
- We believe in the intrinsic value of every person and we aim to further the dignity of all associated with our movement.
- We want each individual to avail of opportunities for self expression in the pursuit of traditional music, song, dance and language.
- We promote inclusivity, equal opportunity for all regardless of gender, marital status, sexual orientation, age, disability, religious belief or lack thereof, race, ethnicity or nationality.



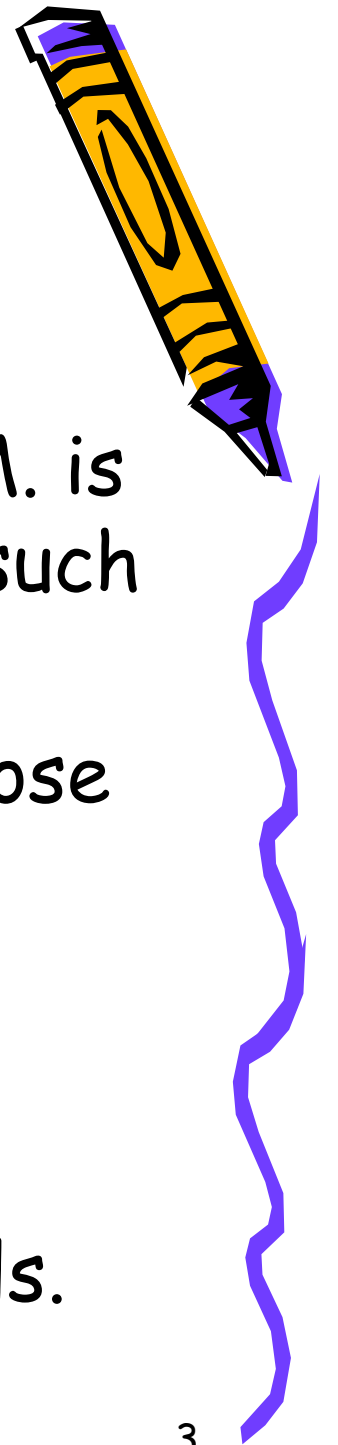
LEADERSHIP

- Any organisation is only as strong as the leadership given to it by its officers,
- Comhaltas is no exception to the rule
- Let us therefore ensure that at the inaugural meeting of the branch, or at the Annual General Meeting of the Branch, we elect officers who will provide such leadership.



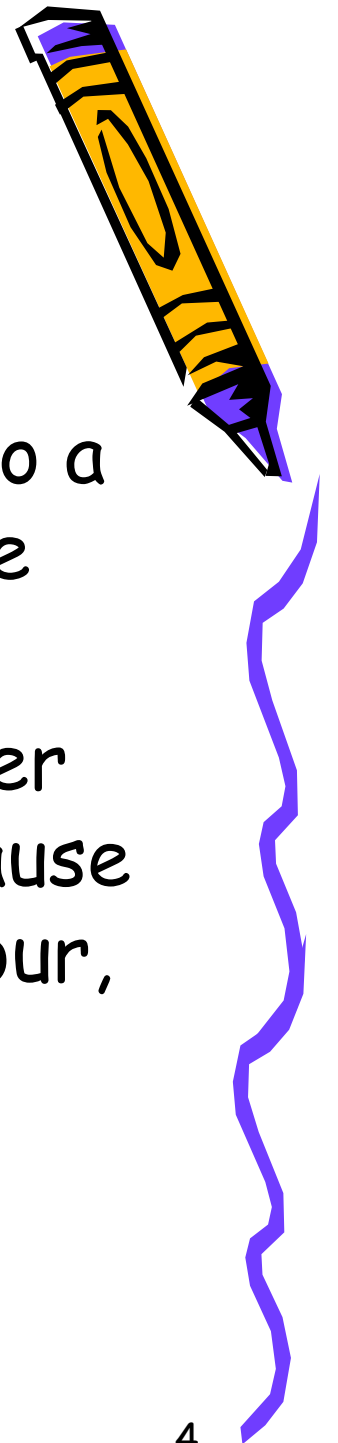
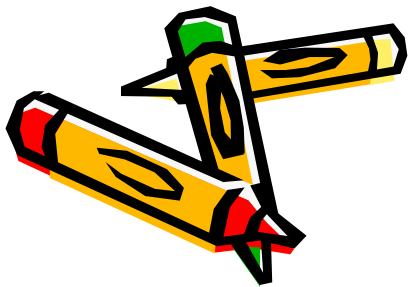
LEADERSHIP

- Let us therefore ensure that the A.G.M. is not confined to five members or some such number.
- Encourage the parents/guardians of those who are enrolled in the classes to join.
- Let them know that Comhaltas would welcome them in its ranks, and that Comhaltas can afford them the opportunity to work towards their ideals.



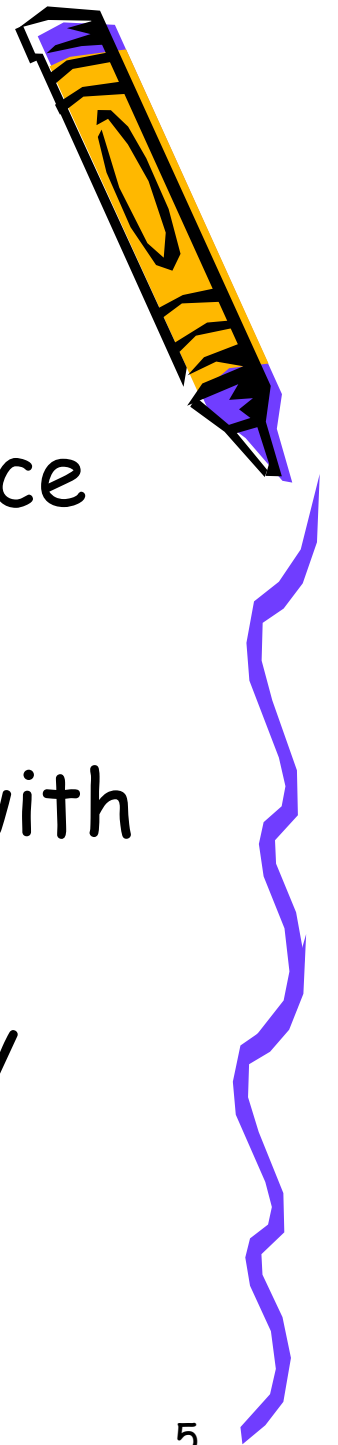
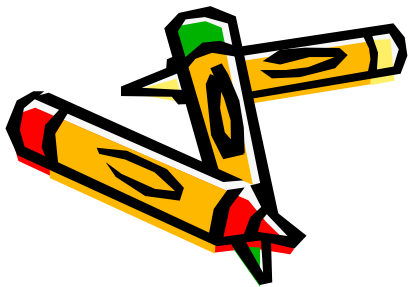
LEADERSHIP

- If we succeed in getting these people to a meeting, our chances of getting suitable officers are considerably improved.
- Let us bear in mind that we should never propose somebody for office, just because he/she is sitting nearby, or is a neighbour, or is a popular character.



LEADERSHIP

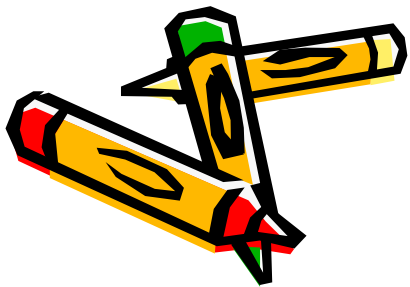
- Very often we elect people to office who already hold office in several other organisations, and who therefore may be unable to cope with the extra duties.
- "If you want a job done, ask a busy person"



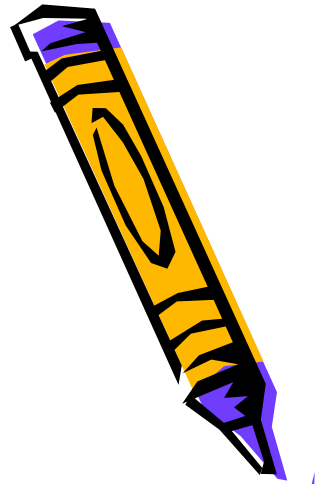
LEADERSHIP QUALITIES

Before proposing somebody ensure that:

- He/she is suited to the office in question.
- He/she has sufficient interest in the aims and objectives of Comhaltas to motivate him/her to carry out the duties of the office.
- He/she the time to carry out such duties.



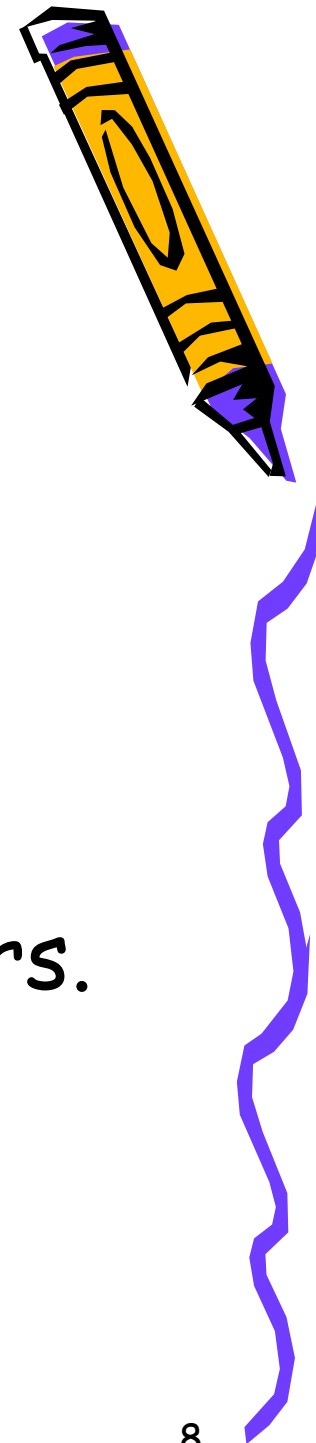
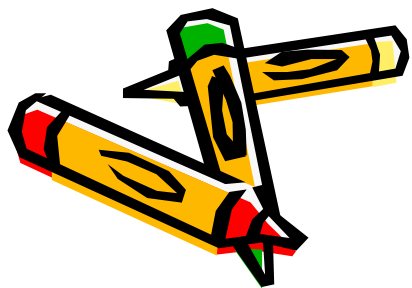
CATHAOIRLEACH agus LEASCHATHAOIRLEACH



Tomás Ó Maoldomhnaigh,
Ardrúnaí

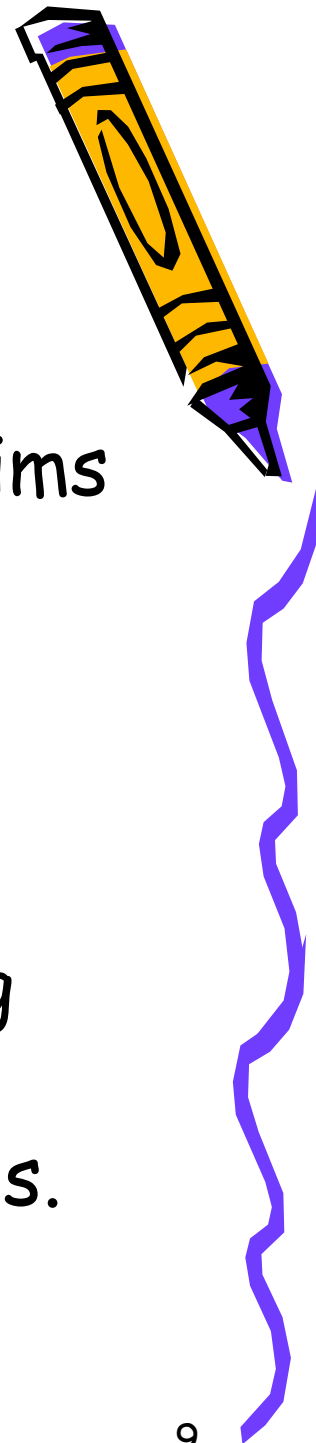
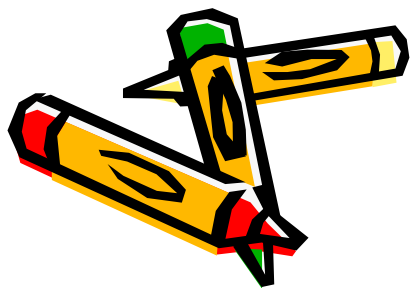
CATHAOIRLEACH

- Is one of the cornerstones of the unit.
- Is responsible for the efficient working of the unit.
- Inspires confidence in the members.
- Must use initiative and leadership.



CATHAOIRLEACH

- Must be familiar with the philosophy, aims and objectives, and structure of the movement.
- Must be familiar with procedure of meetings and rules of debate.
- Must steer the business of the meeting with patience, perseverance, persuasiveness, fairness and tactfulness.



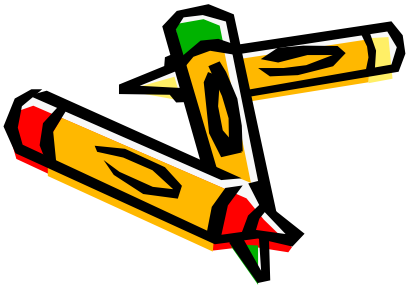
CATHAOIRLEACH

- Should discuss the Agenda with the Rúnaí prior to the meeting and stick to this agenda.
- Should ensure that the meeting commences on time, and does not drag to a late hour.
- Should keep speakers to the point, and ensure that the discussion does not get personal, or that individuals not present to defend themselves are subject to accusation.



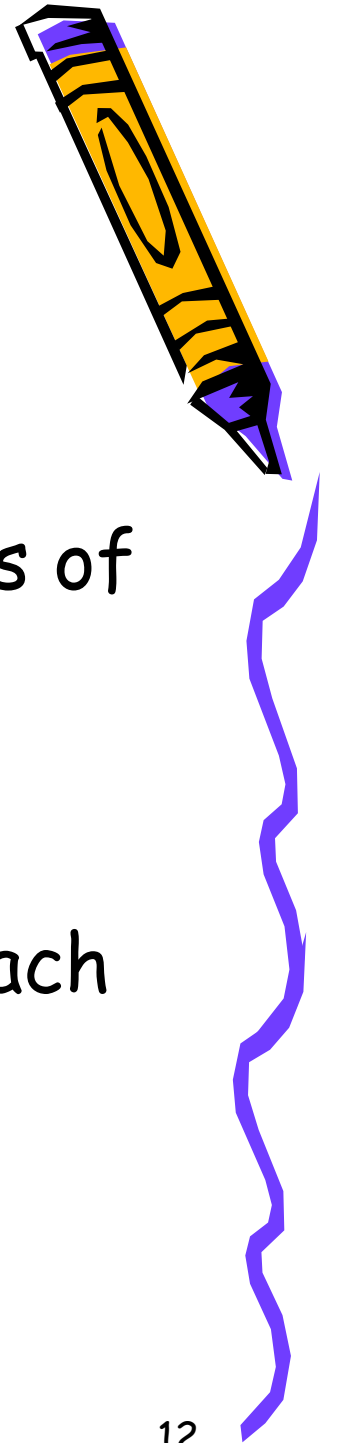
CATHAOIRLEACH

- Should clarify motions if a vote needs to be taken.
- Should ensure that decisions taken are implemented.
- Should assist other officers in the course of their duties and consult with them between meetings.



LEASCHATHAOIRLEACH

- The Leas-Chathaoirleach should make himself/herself familiar with the duties of the office of the Cathaoirleach, and be prepared to act in the absence of the Cathaoirleach.
- It is recommended that the Cathaoirleach should from time to time allocate some duties and specific projects to his/her deputy.



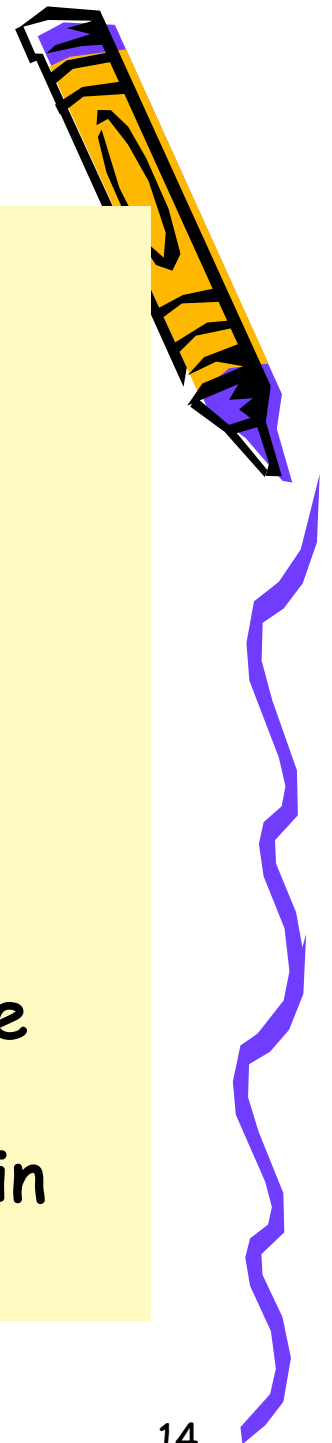
AN RÚNAÍ

The position of Rúnaí is one of the vital links in any organisation. The duties attached to this office are many and varied, and call for a high degree of dedication. The Rúnaí should be a good organiser, tidy and methodical, tactful and friendly and above all – reliable. With the Cathaoirleach agus na hoifigigh eile, the Rúnaí is part of a team, and is for the most part central to the branch activity - an duine i lár an aonaigh.



DUALGAIS *DUTIES

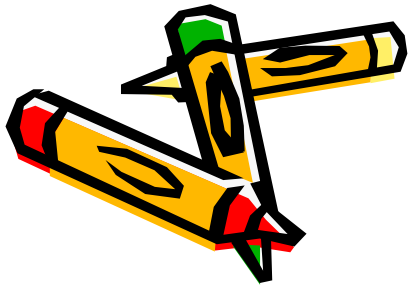
- To share information and ideas
- Delegate -To ease the workload e.g. Treoir, classes, membership, social media, website....
- Liaise with other officers - Cathaoirleach, Cisteoir, PRO....
- Make Use of TEXT, WhatsApp EMAIL etc.
- Filing - devise a user friendly system
- In consultation with the Cathaoirleach, prepare Agenda for meetings and notify Officers and members of such meetings at least seven days in advance.



Branch Docs

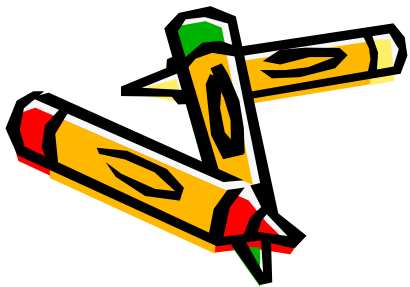
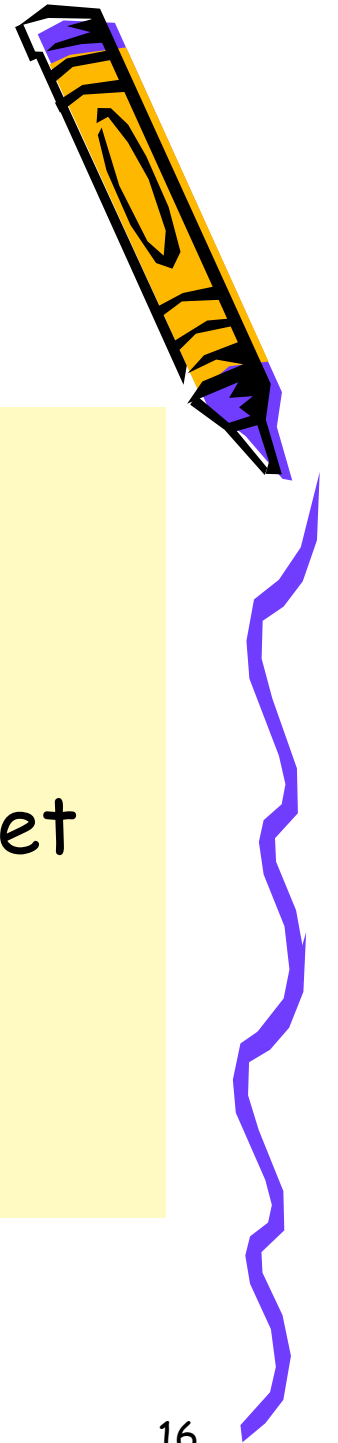
ONLINE Membership/Ballraíocht-Affiliation, Documents - List of Branch/Co Board Officers & Contact details, Bunreacht, Rialacha F.C, Clár na gComórtas, Eolaire, SCT Syllabus, PR Book-"Connecting with our Public", Comhfhreagras/Correspondence, Tuairiscí Bhliantúil/Annual Reports, Minutes/Miontuairiscí; Child Protection Policy & Safeguarding Statement

- Add to this & keep updated
- Pass on to successor



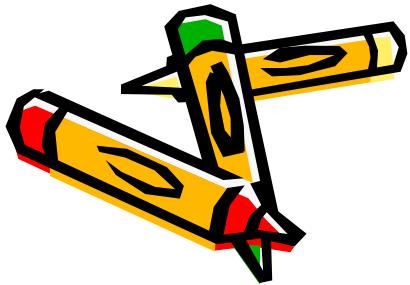
Delegation Motivation Organisation

- Delegate jobs to members.
- Be enthusiastic & motivate others
- Be organised - Computer, Filing Cabinet
Get expertise/advice if needed

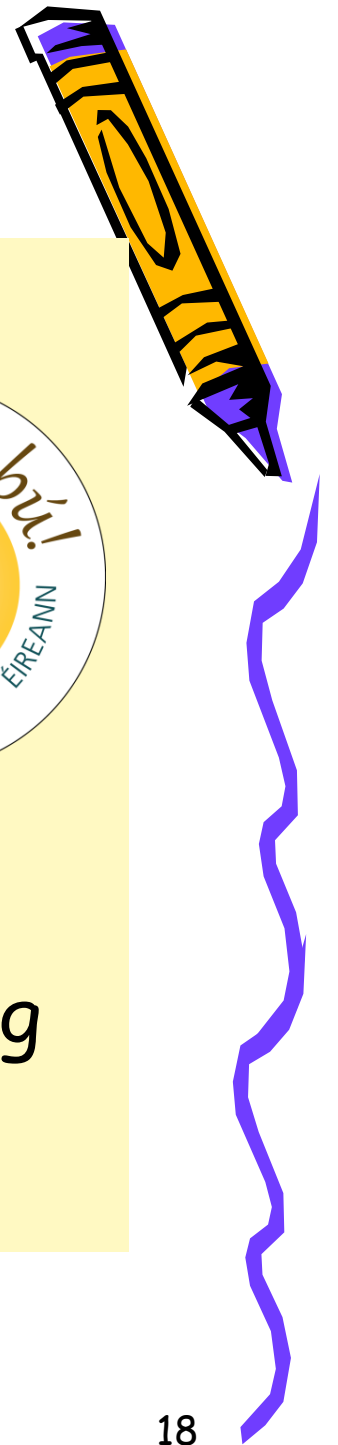


Fleadh Cheoil

- Develop good relations with Fleadh Coiste
- Fleadh Pack:
 - CCÉ Annual Report & Treoir
 - Ideas for Sponsorship/Funding
 - Fleadh Clár- content
 - Fleadh Timetable
 - Rialacha Fleadhanna Cheoil & Clár na gComórtas
- Entries as Gaeilge to Co. Rúnaí using the ONLINE system (not to Fleadh Rúnaí)



Comhfhreagrás *Correspondence



Design Branch Letterhead to show:

- Comhaltas Brand
- Seoladh/Address
- Uimhreacha Fóin/Phone Numbers
- Seoladh Ríomhphost/Email address
- Liosta oifigigh/List of officers



This looks professional and assists in seeking funding



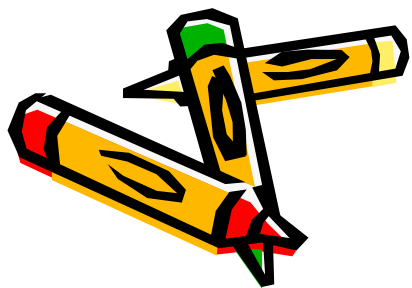
Tomás Ó Maoldomhnaigh,
Ardrúnaí

Comhfhreagrás/Correspondence: Inbox

Le déanamh/Action:

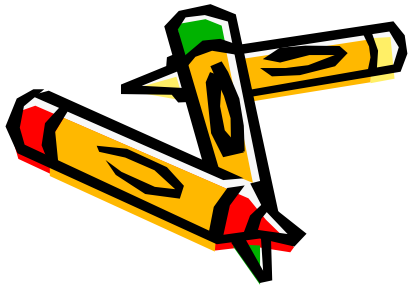
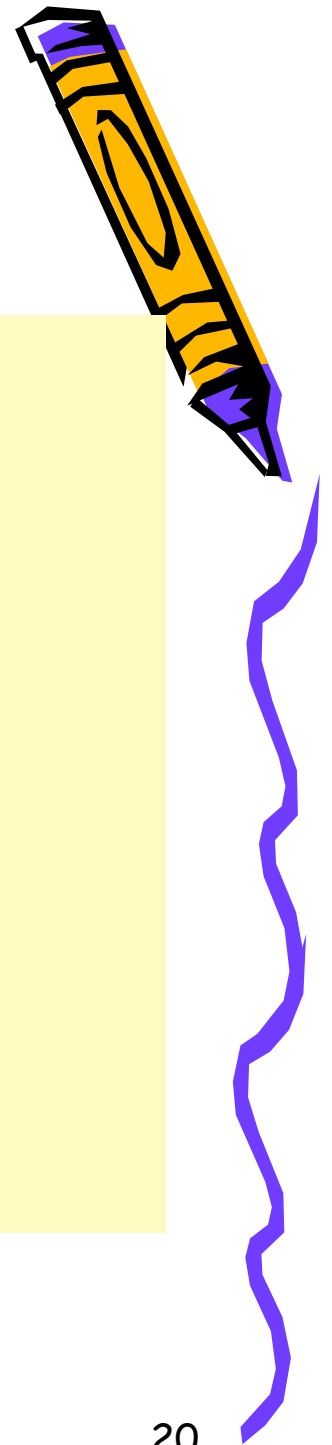
Reply to all incoming correspondence. If the nature of the correspondence is relevant, such that it has to be placed before the next meeting, an acknowledgement should be sent, with a note to the effect that the matter will be addressed at the next meeting.

- Inform other officers if relevant
- Notify members of issues if appropriate and may require a meeting of Standing committee
- Include on your meeting agenda
- Record in minutes



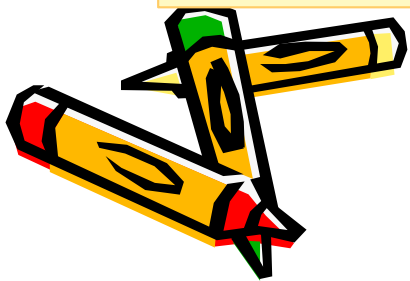
Comhfhreagrás/Correspondence: Out

- Prompt Reply by post or email
- Always use Headed Notepaper
- Show Branch Name as *Gaeilge*
- Always use *CCÉ* logo/brand.
- Post, text & email - fast, cheap,



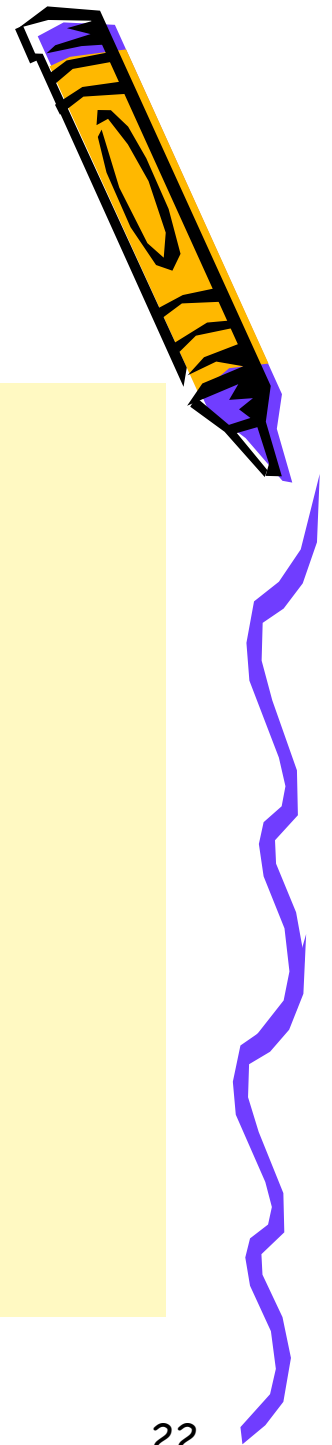
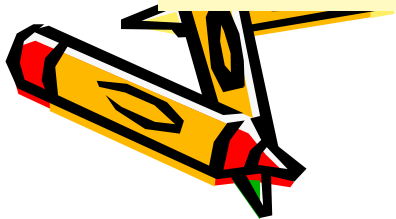
SHARING INFORMATION

- SHARE with fellow officers
- Keep P.R.O. informed of all forthcoming events, competition results etc. to ensure that they receive the maximum publicity
- Notify Branch delegates of all Co Board meetings seacht lá roimh ré and circulate meeting agenda.



Cruinnithe/Meetings

- Clár/Agenda - Bilingual
- Co. Boards: Circulate one week in advance - email
- Branches : Circulate, if possible - email
- Sample Clár/Agenda (BILINGUAL)
 - Minutes/Miontuairiscí
 - Nithe ag éirí astu/Matters Arising
 - I láthair/Attendance & Leithscéalta/Apologies
 - Tuairiscí/Reports (From Contae/Cúige/Ardchomhairle)
 - Topics to be discussed:
 - 1.
 - 2.
 - Tuairisc airgeadais/Financial Report
 - An chéad chruinniú eile/Date of next meeting
 - Aon ghnó eile/AOB



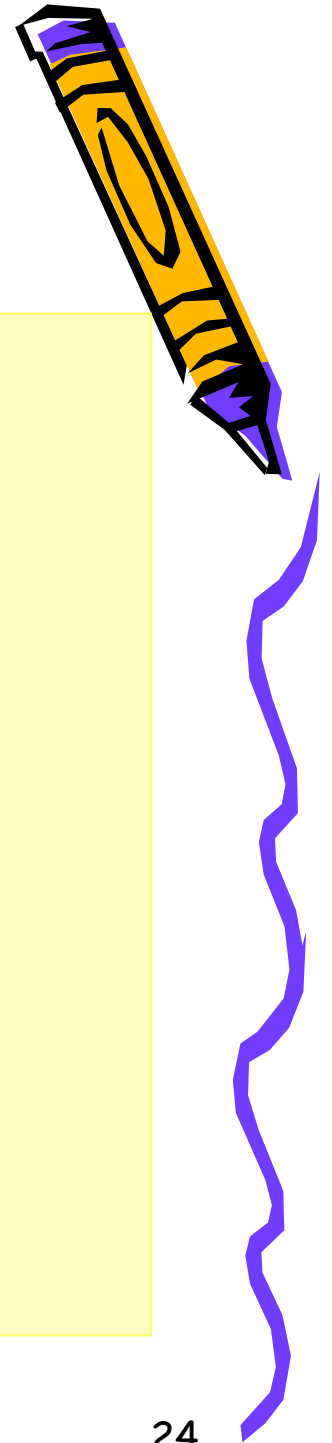
Ballraíocht/Membership- ONLINE

- Completion of forms using the ONLINE system- keep an up to date list of members - Family, Senior and Junior - affiliated for the current year. All registrations should be in Gaeilge, as far as possible. (A copy of "Sloinnte Uile Éireann" by Seán de Bhulbh will assist here).
- Details, full name, full address,
- Officers are listed as members
- Forward on promptly to Co. Board



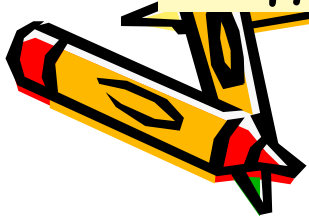
Record Keeping

- Miontuairiscí/Minutes
- Ballraíocht/Membership
- Cartlann/Archive
- Comórtais/Competition Details
- Imeachtaí/Activities
- Photos/Video/DVD/Scrapbooks
- Branch assets
- Record of first officers/minutes
- Record of Fleadh results
- Tuairiscí -Annual Reports
- Stair/History of Branch.
- Treoir
- Documents - Bunreacht, Fleadh Rules, Policies....



Miontuairiscí/Minutes

- **Records:** Coimeád leabhar na Miontuairiscí - Acquire a **MINUTE BOOK**, and record therein the minutes of each meeting. Minutes are a brief and accurate record of the business transacted at a meeting. Included should be a record of the attendance, the names of the proposer and seconder of all motions, the record of voting on such motions, as well as details of major contributions to the debate.
- **ADOPTION OF MINUTES** -proposed/secondered & signed & dated by Cathaoirleach.
- Typed, suitably bound is another option
- Retain older minute books as they are a record of the branch

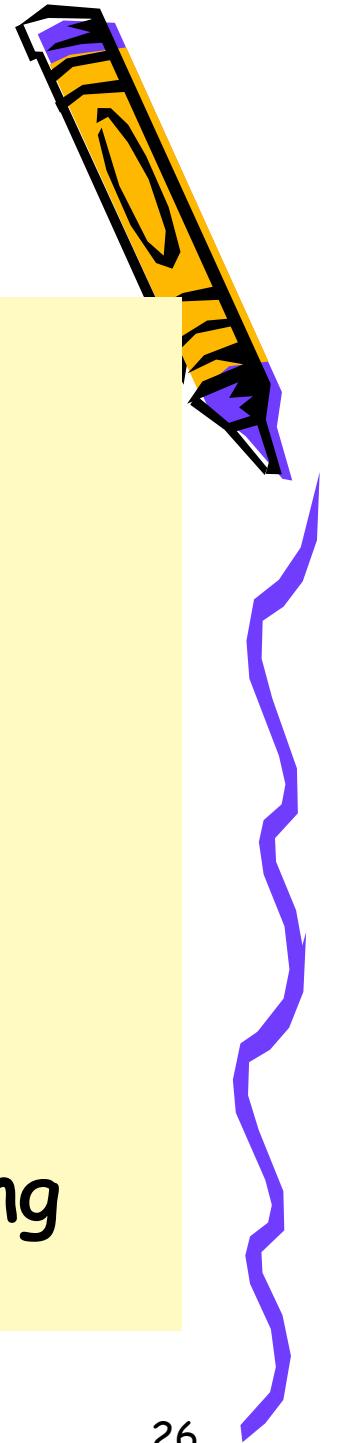
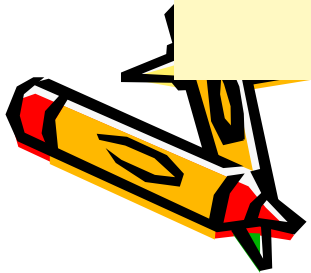


Miontuairscí/Minutes

Minutes should be:

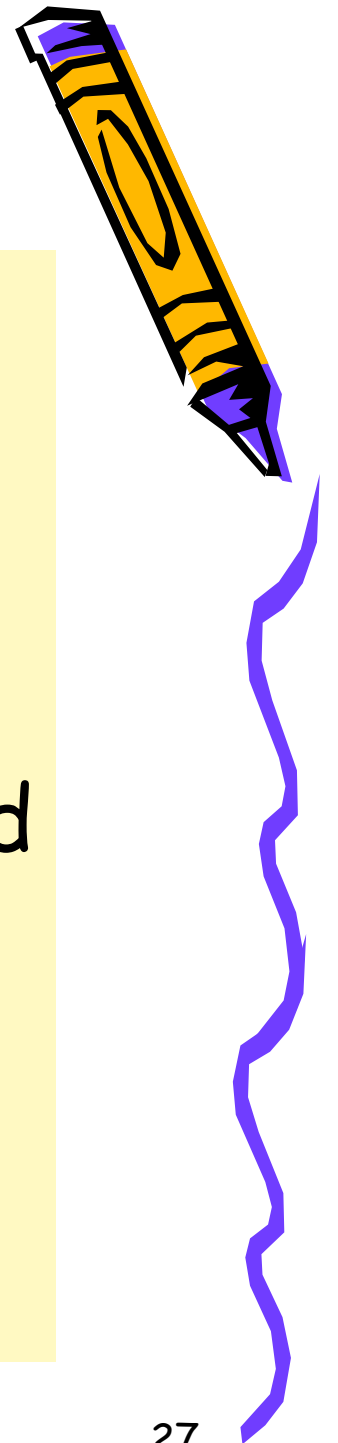
neat, concise, accurate to include

- Data/Date
- Ionad/Location
- Attendance/Apologies
- Tuairiscí/Reports
- Decisions
- An chéad chruinniú eile/Next Meeting



Scrapbooks

- Newspaper Cuttings
- Photos
- Imeachtaí - Special Events -
Scoraíocht/Pléaracha
- Co. Fleadh/Provincial/All-Ireland
- Concerts/Tributes
- Sessions
- Seisiún



Tuarascáil Bhliantúil *Annual Report

Prepare an Annual Report, giving details of the year's activities, and circulate copies to fellow officers and members, and to the Co. Board.

Design suitable cover with Branch Details



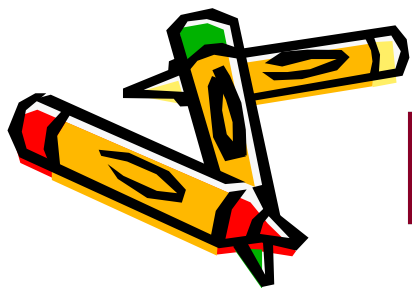
Tuarascáil Bhliantúil



Tuarascáil Bhliantúil

2022-2023.

Craobh:.....



Tomás Ó Maoldomhnaigh,
Ardrúnaí

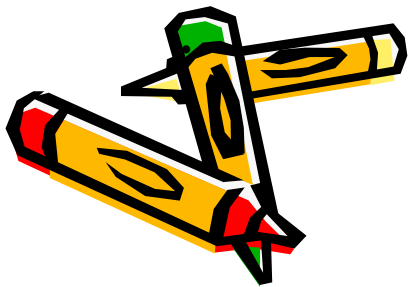


Tuarascáil Bhliantúil* Annual Report

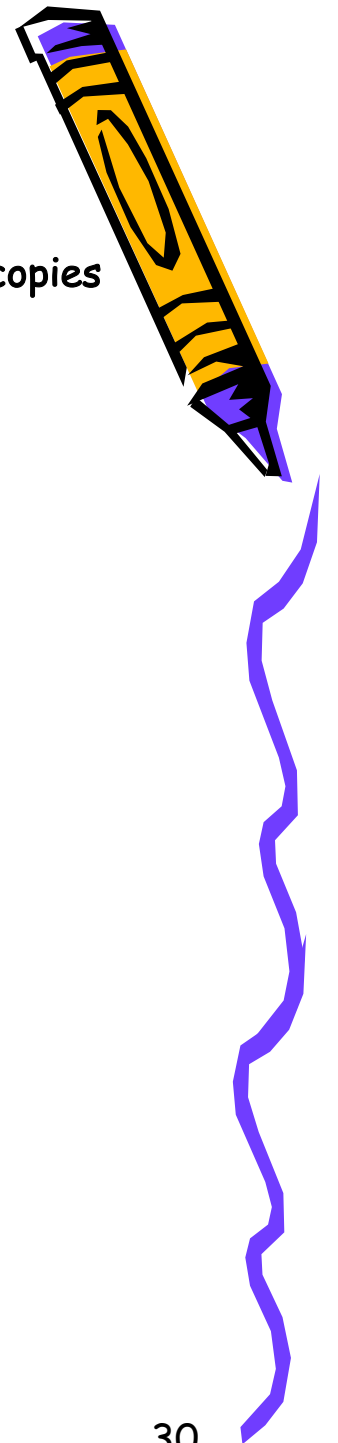
- Prepare an Annual Report, giving details of the year's activities, and circulate copies to fellow officers and members, and to the Co. Board.

Ballraíocht/Membership

- Cruinnithe/Meetings
- Árachas/Insurance & Funding
- Ranganna/Classes
- Féile Cheoil
- Fleadh Cheoil
- Ceolchoirmeacha/Concerts; Macalla na hÉireann tour concert
- Céilithe
- Pléaracha/Scoraíocht
- Ceardlann/Workshop
- Seisiún
- Seisiúin/Sessions
- Child Protection/Safeguarding Statement
- SCT (Scrúdú Ceol Tíre) & TTCT



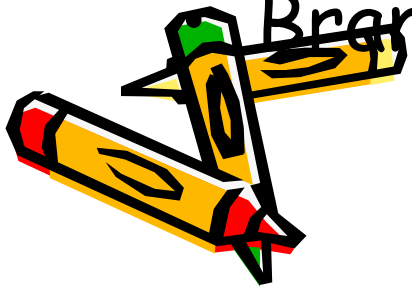
Tomás Ó Maoldomhnaigh,
Ardrúnaí



Achoimre/Summary

- Rúnaí -tábhacht ar leith -in co-operation with all elected officers -is central to an active and successful branch
- Leadership, Motivation, Initiative, Innovation & Direction
- An t-eolas a roinnt - Sharing information
- Comhfhreagras -Correspondence
- Miontuairiscí-Minutes
- Tuairiscí - Reports

Branch Records



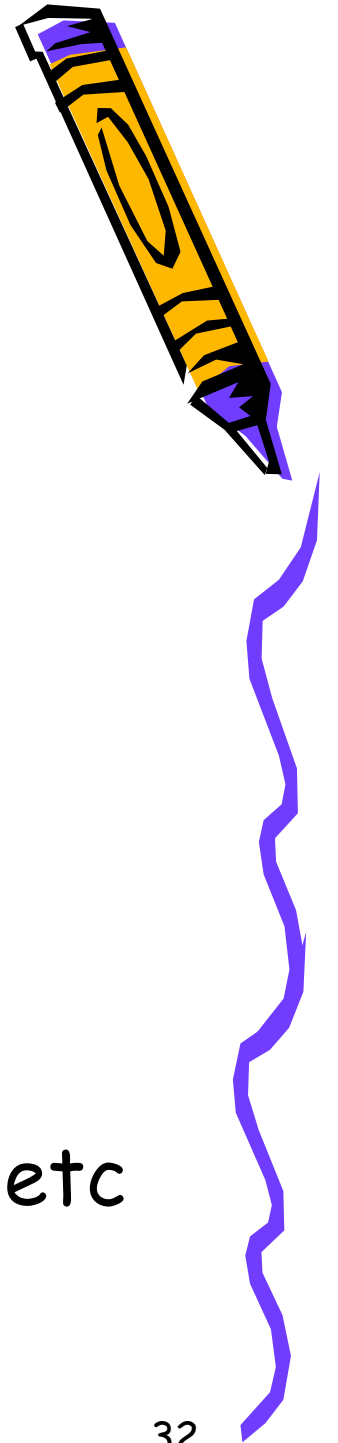
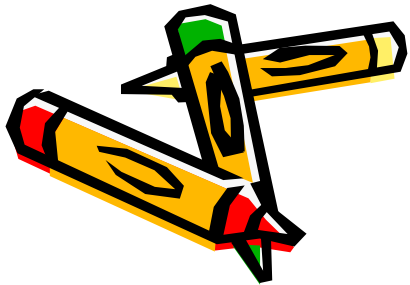
COMHALTAS

Tomás Ó Maoldomhnaigh,
Ardrúnaí



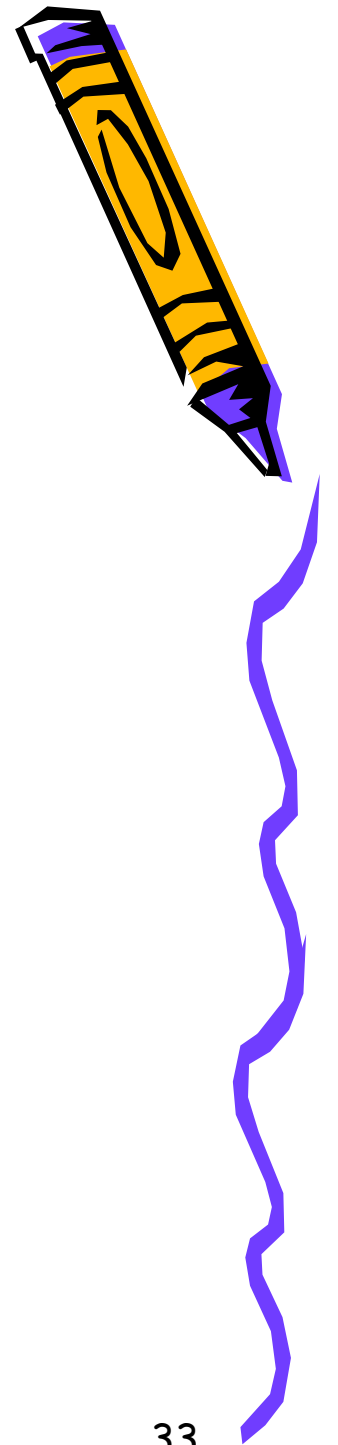
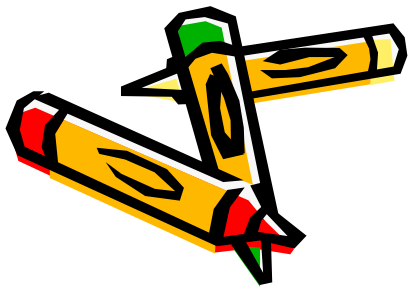
What Documents can help?

- Bunreacht/CCÉ Constitution
- Rialacha Fleadhanna Ceoil/Fleadh Rules
- Clár na gComórtas
- Treoir
- County Provincial & CCÉ Annual Reports
- SCT Syllabus
- TTCT documentation
- Other occasional publications - EOLAS etc



What meetings?

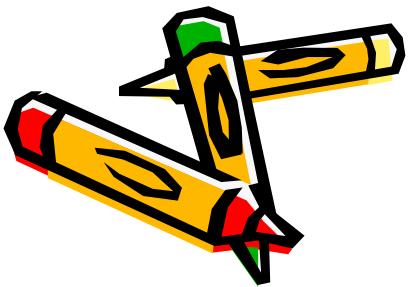
- Branch Meetings
- Co. Convention
- Provincial Convention
- Annual Congress



BUÍOCHAS

- Gabhaim buíochas libh go léir as ucht bhur saothar.
- Comhaltas acknowledges the **voluntary** efforts of so many in the past and encourages all to consider how best we can find ways to renew our efforts to make an impact in the years ahead.
- ATHNUACHAN –BRANCH RENEWAL is our focus in the years ahead. Watch out for publication of this booklet.
- As President Obama said:

“IS FÉIDIR LINN”- WE CAN!



Tomás Ó Maoldomhnaigh,
Ardrúnaí

