

# *Comhaltas Ceoltóirí Éireann*

## *Athnuachan – Branch Renewal*



### *Recommendations and Guidelines* *Oifigigh – Officers* *Imeachtaí - Activities*

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## **The Ideal Branch**

Comhaltas Ceoltóirí Éireann has often been likened to a tree, and just like a tree depends on its roots for growth, so Comhaltas depends on its members. There are over 400 branches of Comhaltas Ceoltóirí Éireann worldwide. It is most important that all branches are vibrant and active units of the organization.

What then constitutes the IDEAL BRANCH? The ideal branch is the one that by its leadership, its good public relations and above all – by its activity stands out like a cultural beacon in the social life of the community.

The Branch will initiate their own amount for annual dues. The dues structure incorporates branch region and provincial dues. This amount can be added to by the Branch to help defray mailing costs, etc. Refer to your Bunreacht (Constitution) or regional director if you have any questions. North America is divided into the following seven regions: Canada East / Canada West / Mid Atlantic / North East / Mid West / Western Region / Southern Region.

### **LEADERSHIP:**

Any organization is only as strong as the leadership given to it by its officers, and 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. If it is a so-called branch of five adult members, there is little hope to achieving success, then we have no option save to force those present to accept positions for which they are rarely suited, and for the most part are not interested. The chances are that this 'branch' will just affiliate for the sake of image, and will do nothing until the time comes for the next A.G.M. Let us therefore ensure that the A.G.M. is not confined to five members or some such number. Surely in every community there are a minimum of twenty adults who are genuinely interested in the goal of preserving Irish Culture.

It is our duty to seek out such people, and get the message across to them that Comhaltas would welcome them in its ranks, and that Comhaltas can afford them the opportunity to work towards their ideals. If we succeed in getting these people to a meeting, our chances of getting suitable officers are considerably improved. When it comes to the time for electing officers, let us bear in mind that we should never propose somebody for an office, just because he/she is sitting nearby, or is a neighbor, or is a popular character. Before proposing somebody let us ask ourselves if he/she is suited to the office in question; if he/she has sufficient interest in the aims and objects of Comhaltas to motivate him/her to carry out the duties of the office, and just as important – has he/she the time to carry out such duties. Very often we elect people to office who already hold office in several other organizations, and who therefore are unable to cope with the extra duties. Let us dwell for a moment on the duties attached to the various positions in a Branch.

### **CHAIRPERSON – CATHAOIRLEACH:**

As one of the cornerstones of the Branch, he/she is responsible for the efficient working of the unit. He/she must at all times be prepared to use his/her own initiative, and remember that good relations must exist if he/she is to get the best possible return from his/her fellow officers and members. On election, his/her first task should be to familiarize himself/herself with the Rules of the Bunreacht; Rules for Fleadhanna Cheoil and other competitions; the overall philosophy of Comhaltas, as well as with committee procedure. If he/she is not familiar with procedure at meeting and rules of debate, there are several reference books on these subjects available from your local library. The new Branch will write their own bylaws for registering within their respective States. The Bylaws can be open to the needs of the Branch as long as the bylaws do not conflict with the Bunreacht.

He/she should develop good relations with chairpersons and other officers of other branches, and of other organizations in the Community, thus ensuring good relationships and co-operation with others. One of the chairperson's main duties is to steer the business of meetings, and for this he/she needs patience, perseverance and persuasiveness, and must be seen to be fair, tactful and helpful. A good chairperson should never attempt to monopolize a debate, and provided that the trend of the discussion is in keeping with the rules of Comhaltas, a good chairperson should endeavor to get the opinions of as many members as possible, and keep his/her opinions until everybody else has had their say. A successful chairperson will also have a sense of humor, and be able to control his/her temper! Other recommendations to a chairperson include –

- A. Discuss the Agenda with the Rúnaí prior to the meetings, stick to the agenda,
- B. Ensure that the meeting commences on time, and does not 'drag' too late,
- C. Keep speakers to the point, and ensure that the discussion does not get personal, or that individuals not present to defend themselves are not the subject of accusations.
- D. Ensure that all motions are clearly understood before a vote is taken and that the Rúnaí is clear on what is to be recorded.

In between meetings the chairperson must see that all decisions taken at meetings are implemented, even if at times he/she was not in favor of such decisions. If the date for the next meeting was not arranged at the previous meeting, the chairperson shall consult with his/her fellow officers re. a suitable date, and then arrange with the Rúnaí to send out the necessary notices, and see that the P.R.O. is informed. The chairperson is also responsible for convening meetings of the Standing Committee (again through the Rúnaí) to deal with matters arising between meetings. He/she is also responsible for seeing that the other officers are carrying out the duties of the office to which they were elected.

### **VICE-CHAIRPERSON – LEAS CHATHAOIRLEACH:**

The Vice-Chairperson should make himself/herself familiar with the duties of the office of the Chairperson, and be prepared to act in the absence of the Chairperson. It is

recommended that the Chairperson should from time to time allocate some of his duties and specific projects to his/her deputy.

### **RÚNAÍ – SECRETARY:**

The position of Rúnaí is one of the vital links in any organization. The duties attached to this office are many and varied, and call for high degree of dedication. The Rúnaí should be a good organizer, tidy and methodical, tactful and friendly and above all – reliable. With the Chairperson and other officers, the Rúnaí is part of a team, and is for the most part the kingpin. Among the many duties of the Rúnaí are:

- a. In consultation with the Chairperson, prepare Agenda for meetings and notify officers and members of such meetings at least seven (7) days in advance.
- b. Keep proper MINUTES, and record therein the minutes of each meeting. Minutes are brief and an accurate record of the business transacted at a meeting. Included should be a record of the attendance, the names of the proposers and those who second the motions, the record of voting on such motions, as well as details of major contributions to the debate.
- c. Relay to all correspondence received. If the nature of the correspondence is such that it has to be placed before the next meeting, an acknowledgment should be sent, with a note to the effect that the matter will be discussed at the next meeting.
- d. Keep an up-to-date list of members – Single, Family, Student – affiliated for the current year.
- e. Prepare an Annual Report, giving details of the year's working, and circulate copies to fellow officers and members, and to the Regional Board.
- f. Keep the P.R.O. informed of all forthcoming events, as well as results of competitions, etc. to ensure that they receive the maximum publicity
- g. Notify regional board of delegates of all meetings seven (7) days in advance.

### **TREASURER – CISTEOIR:**

The Treasurer is at all times responsible to his fellow officers and members for the financial affairs of the branch. The Treasurer's main duties are –

- a. Receive and record all the monies received by the Branch;
- b. Lodge all monies received in a bank account agreed by the Branch;
- c. Record all payments made from Branch finances;

- d. Devise ways and means of augmenting the finances of the Branch;
- e. Be in a position to give the current financial position of the Branch at each meeting;
- f. Prepare a Financial Statement at least two weeks prior to the Branch A.G.M. and submit same to Auditor for scrutiny and signature. Present a copy of same to each officer and member of the A.G.M. and in accordance with an Bunreacht, submit copy to the Regional Board.
- g. Two signatures are necessary for all checks. Provide to Bank with a list of three officers who can write and sign checks. Each check should have two of these three signatures.

### **AUDITOR – INIÚCHÓIR:**

The Auditor should make himself/ herself available to the Treasurer at all times, but especially prior to the A. G. M. Before signing the Financial Statement, he/she should scrutinize all items of Income and Expenditure in the General Cash Book; the items in the Petty Cash Book; ensure that the total Lodgments agree with the total receipts, check the bank statement against the record of expenditure, ensure that the financial assets as shown on the financial statement tally with the total on the bank statement.

### **PUBLIC RELATIONS OFFICER – OIFIGEAGH CAIDRIMH POIBLÍ:**

In recent years this position has become one of the most important of any officer board. The holder of this office must ensure that only the best possible image of Comhaltas and the branch is projected to the public at all times. The P.R.O. should:

- a. Compile a list of outlets to whom and through whom publicity can be channelled.
- b. Include the names and addresses of the editors and sub-editors of the local papers, the names and addresses of local correspondents in the surrounding parishes; a list of national and provincial papers and a comprehensive list of Producers and Presenters in Radio and Television.
- c. Submit details of Classes, Concerts, Céilithe, Féilte Ceoil, Fleadhanna etc. to media via press release.(Template is available in “Connecting with our Public”)
- d. Work with fellow officers and members in ensuring that all known musicians, singers and dancers are contacted and welcomed to branch functions- preferably an Oíche Cheoil or Session.
- e. Make known the fact that there is a place in Comhaltas for everybody, irrespective of whether they can play, sing or dance. (Some of the best workers we have in

Comhaltas cannot play, sing or dance, but they are invaluable, as their dedication to the culture of Ireland is without question.)

- f. Use every occasion and event to publicise the affairs of the branch, whether it is the monthly session, the concert or céilí, or the appearance of one of its members on radio/TV or on a Comhaltas Concert Tour.
- g. Publicise wedding of members, as well as the death of members.
- h. Arrange publicity and photographs for all presentations and other such functions.

### **PRO OBJECTIVES:**

#### **Promoting participation:**

- a. Involve parents in their children's progression musically – they may become involved in administration.

#### **Retaining young members:**

- a. Target the 20 – 35 year age group, who may have been very involved as children and in their teens in the Comhaltas scene. Encourage them to return to appropriate events.
- b. Launch a communications campaign on college and secondary school campuses linked to local branches.
- c. Set up branches in third level institutions – in particular during "Freshers-Week" in first year.

#### **Promoting links with other organisations:**

- a. Form links with local clubs, societies, organisations, involved with history, culture and music – to organise shared events.
- b. Co-operate with a local history society to organise a town/area traditional arts history exhibition.

#### **Promoting public awareness:**

- a. Arrange for performances to be presented in high profile settings, such as shopping centres, churches, and agriculture shows and public/tourist information centres.
- b. Invite groups of visitors to the branch classes and events, such as school parties and other traditional arts associations and activity groups.

- c. Organise a community relation's programme to promote understanding among local community leaders who would spread their knowledge to others.

**Improve media relations:**

- a. Improve (or start) the flow of news to local editors in readiness for an event.
- b. Develop in-depth understanding with relevant journalists by organising a series of visits for them (e.g. to classes/events, etc.)
- c. Seek more coverage of events on press, radio and TV.
- d. Organise local and national coverage of Fleadh Cheoil winners.
- e. Organise a series of interviews on local radio for the Cathaoirleach on return from an overseas' visit.
- f. Issue news stories about unique personalities within the branch (unusual stories of human accomplishment), e.g. late learners/winners.
- g. Issue and promote success stories – enlist the co-operation and tap the experience and good name of famous artists and performers, who were previously members of the branch. (Most will want to give something back, if asked).

**YOUTH OFFICER – OIFIGEACH NA nÓG:**

Often the majority of members of the branch are young people so it is important, that in selecting Oifigeach na nÓg, support is provided for the needs of these members.

Suggested duties are as follows:

- a. Devise a programme to provide opportunities for performance outside of regular classes – organise regular youth sessions in suitable venues.
- b. Keep in contact with youth branch members who have ceased attendance at classes.
- c. Arrange exchanges with similar youth groups from other branches.
- d. Organise projects based on local history/placenames/local songs, folklore, tunes and musicians.
- e. Liase with Co. Board Oifigeach na nÓg to organise events/exchanges with other counties/regions.
- f. Promote participation in Fleadh Cheoil/SCT/TTCT/Scoil Éigse etc.
- g. Liase with other branch officers in organising Féile Cheoil/Master Classes/Workshops etc.

### **DELEGATES TO COUNTY BOARD – TEACHTAÍ:**

While it is not absolutely necessary, it is recommended that at least one officer of the branch be elected to one of the positions. While only two delegates can vote, it is recommended that more than two travel to meetings, thereby gaining experience for the future. Delegates are reminded that at all times they are expected to

- a. Put forward the views of their Branch – not necessarily one's own personal views.
- b. Submit a report from the County Board to each Branch meeting, and an item to this effect should always be included in the Agenda.
- c. At all times be aware that they are the liaison officers between the Branch and County Board, and if they fail to attend even one meeting, there is a breakdown in the communication structures.
- d. Attend the Annual Convention of the Provincial Council – and even more important – attend Annual Congress.

### **OTHER OFFICERS (not part of the Executive):**

Branches should also consider electing other officers, for example:

**President – Uachtarán:** Preferably somebody who has given good service to the Branch and to the ideals of Comhaltas in the past. Such person could be invited to present trophies or medals on the occasion of competitions.

#### **Membership Officer:**

His/her brief would include:

- a. Making contact with prospective members – not alone adults, but to students also, as they will be the adults of tomorrow.
- b. Ensuring that all members receive their **Membership Card**, as well as **Treoir** where appropriate.
- c. Exploring ways and means of selling extra copies of Treoir to interested individuals, as well as to other cultural organisations in the area.

#### **Committees - Coistí:**

A strong branch should also consider setting up sub-committees. Delegating authority is always appreciated as it is a vote of confidence in those who are not officers. As an example



- a. A **Catering Committee** could be selected. This committee would arrange for the traditional ‘cupán tae’ and sandwich, scone etc. will be available for patrons at the Óíche Cheoil or session.
- b. **Finance Sub-Committee** might also be considered. This Committee would work with the Treasurer in devising ways and means of boosting the Branch’s finances.

### **TEAMWORK:**

With a full complement of officers, it should now be accepted that they would work together as a team.

- a. Extra members may be co-opted to the Standing Committee, and this committee should meet at least monthly, with a meeting of the whole Branch arranged quarterly as per Bunreacht.
- b. The Standing Committee should plan activities for the whole year ahead, and progress should be reported at each subsequent meeting.
- c. The Co. Board is informed of all planned activities.
- d. Members are part of a great national movement, and every word and action should be aimed at improving the stature and image of Comhaltas.

### **ACTIVITIES – IMEACHTAÍ:**

The success or otherwise of the branch depends on the level of activity within the branch. There are many that will feel they have been cheated unless there is visible activity within the branch. The basic philosophy of Comhaltas is passing on from one generation to the next all that is best in our culture with special emphasis on the traditional music, singing and all forms of Irish dancing – i.e. step dancing, céilí dancing and the country set dancing. Activities could include:

- a. Weekly classes in music –dance music and slow airs/singing in English and inGaeilge/dancing- sets and céilí.
- b. Preparing for participation in fleadhanna/concerts/branch exchanges/tours etc.
- c. Participating in Scoraíocht and Pléaracha.
- d. Hosting the annual Comhaltas Tour Concert.
- e. Hosting annual Co./Regional Fleadh, Provincial Fleadh or even Fleadh na hÉireann.
- f. Hosting Pléaracha/Scoraíocht Finals, Ceol an Gheimhridh etc.

- g. Organising a Féile Cheoil/Master Classes or Workshops.
- h. Organising a Céilí or Concert.
- i. Co-operating with local organisations in the promotion of our native culture.
- j. Organising regular sessions in suitable venues.
- k. Organising an annual dinner if so desired.
- l. Organising annual Church Gate Collection.
- m. Organising special presentations of SCT certificates, prizewinners' awards, etc.
- n. Arranging visits to the Cultúrlann, Regional Resource Centre, Fleadh Nua and other places of interest.

All Officers and Members of Comhaltas are expected to use every opportunity to promote the Irish language, and every effort should be made to use Gaeilge at meetings, in minutes, on posters and in circulars etc. At sessions, there is no reason why such terms as "Dia dhuit", "Fáilte" or even "Slán" should not be used. "**EOLAIRE**", published by Comhaltas will assist here.

### **MUSIC CLASSES:**

The whole future of Comhaltas and the Branch depends on teaching the tradition to the next generation. Most Branches have musicians capable of teaching a few basic tunes. St. Louis Irish Arts in Missouri has initiated a very successful pilot program to introduce music and dance into the Branch. A good Branch can provide a meeting place to gather a few children together and start out with the basic Tin Whistle. Comhaltas has a wonderful Book called "Sessiun Book 1" which comes complete with CD. Success is assured in a very short time, Contact the local dance teacher in your area and ask if they would allow the teacher to introduce the Comhaltas music program to a pilot number of children. These students should then be invited to perform at events and growth is guaranteed.

### **SINGING CLASSES:**

These are easily organized. One does not have to be an expert on singing to conduct a class. The pupils can be asked to write down the words from a blackboard, if photocopied text is not available. A CD of the song can then be played over and over until the pupils have grasped the air, following which they should be encouraged to ornament it as they themselves wish.

### **DANCING CLASSES:**

In most areas, step dancing is being taught commercially, but for ceili dancing and set dancing is recommended that a member of the Branch be recruited to teach. This is an ideal way to increase membership if the class is confined to registered members. Only a nominal fee should be charged to children as very often a number of children from the same family are interested in attending. Having thus taken care of the future, it is time to look at the present, and see what other activities can be organized.

### **OÍCHE CHEOIL:**

An Oíche Cheoil or seisiún should be organised by every branch at least once a month and perhaps fortnightly in urban areas. It is important that

- a. The Ceann Siamsa (M.C.), on these occasions, ensures that there is something for everybody. It is accepted that musicians could cheerfully play all night, completely oblivious to the fact that there are non-musicians present.
- b. It is suggested that having played for perhaps 15 minutes, the M.C. would call for a song, and follow this with a set or a Céilí Dance such as the "Siege of Ennis", "Walls of Limerick", "Haymakers Jig" etc. making sure that everybody is encouraged to "take the floor".
- c. If a step dancer is present he/she should also get a spot, as should a visiting musician, or a solo musician from the Branch who is worth a solo spot.
- d. On such occasions the Catering Committee could arrange for a cupán tae, and a sandwich etc.
- e. A raffle during the Oíche Cheoil will usually more than cover the expense.

### **CONCERT OR CEILI (or combinaiton of both):**

Here is an opportunity to bring in start artists from outside the area, or a Ceili Band. You will find that these artists are easily paid, and they set standards for the young musicians, singers and dancers to emulate. The P.R.O. will be responsible for seeing that the event is properly publicized, but it is highly recommended that tickets be sold in advance. This is an excellent way of making extra funds for the Branch.

### **ANNUAL CONCERT TOUR FROM IRELAND:**

Once a year Comhaltas will send us a delightful Concert Tour which will visit your Branch if requested. The cost of this fabulous Concert remains so affordable that is encouraged that all branches consider hosting the Tour when is available in your area. The cost to the branch

is a mere \$4,000.00 and it is an amazing and delightful showcase of Ireland. Contact your Regional Chair for more information.

### **S.C.T. EXAM - SCRÚDÚ CEOL TÍRE:**

All music teachers should be asked to encourage all students to participate in the SCT Exams. These exams provide an opportunity for the students:

- a. To learn not just a broad range of musical genres in Irish traditional music but to also investigate the background and source of the music
- b. To familiarise themselves with the personalities – local and national - involved in traditional music/song/dance through the generations.
- c. To afford them the opportunity to study the local styles and influences, which enrich their performance.
- d. To research and present documentary evidence of the wealth of native traditions.

### **COMPETITIONS – COMÓRTAIS:**

Four weeks prior to the Annual County Fleadh Cheoil, Branch Officers should ensure that

- a. All members and all musicians and singers in the area are contacted and encouraged to enter the competitions.
- b. Where transport is a problem, the Branch Officers should make the necessary arrangements.
- c. Branches are also expected to play a full part in Ceol an Gheimhridh competitions, (if organised by region), by arranging that their members are entered and transport, if needed, is arranged.
- d. One of the most worthwhile activities for any Branch is participating in Scoraíocht and Pléaracha competitions. Please remember that even if you consider that your Branch is not strong enough on its own for the Scoraíocht competition, you may contact neighbouring Branches, and enter a combined team.

### **FEILI CHEOIL:**

There is no reason why a strong Branch could not organize a Feili Cheoil on an annual basis. The format for this event could vary, depending on circumstances. Competitions could be held for instruments, singing and dancing in age groups to suit the locality. The event could also incorporate a Celebrity and Prize Winner Concert, Ceili and perhaps a workshop or two.

This is one of the best means of publicizing the strength and organizing ability of your branch.

### **ANNUAL DINNER:**

Again stronger branches may consider organizing such an event. This could be held at a nearby hotel, and could be a full four-course dinner followed by a ceili, or the modern buffet-type meal, followed by a ceili. Reward your volunteers.

### **OTHER EVENTS:**

Branches should never be slow to approach other organisations in the area as well as organisers of such events as Regattas, County Fairs, and such like festivals. Impress on them that their Clár should include a traditional segment, and emphasise that Comhaltas is willing and able to provide such entertainment.

### **FINANCE – AIRGEADAS:**

Any Branch imbued with the ambition to grow bigger will need funds.

- a. The portion of the membership fee will not go far, and other means have to be found to raise finance.
- b. While it is assumed that raffles at the Oíche Cheoil, the occasional Concert or Céilí, and the Féile Cheoil will be financially successful, this in itself is not enough.
- c. One of the best ways of raising finance is through Sponsorship, which may be sought from local firms. If your Branch has a project in mind, your Officers should draft a letter to be sent or delivered to firms, shops and banks etc. in your area, seeking sponsorship. If you do not get a positive reply to your first letter, then arrange a small deputation (preferably including a customer of the particular firm) and call to the firm in question, and usually you will not come away empty handed.
- d. Consult with Meitheal team in the Region to ascertain if funding is available for “new” and innovative branch initiatives or projects.

Extra finance can generate extra activity for your branch. Extra activity will make your branch bigger and better, and will serve as an example to neighbouring branches to do better. No Officer and no member of Comhaltas should ever become complacent. As an organisation we have still only touched our real potential. In the spirit of Athnuachan/Renewal let us strive together to establish the ideal branch in every parish in Ireland, and wherever people interested in Irish culture can be found in foreign lands, and

together we can proudly march along the road towards our ultimate goal of an Ireland — “Saor agus Gaelach — Gaelach agus Saor”.

### **Not For Profit Status:**

Every Branch should apply for Non-Profit Status 501©3. This allows donations to your Branch to be tax deductible. It also allows you to apply for Grants. Many Grants are available in your local area. Perhaps assigning someone to check the internet for available grants and getting the paperwork done would be a wonderful job for a committee member. Applying for a not-for-profit postal permit is also an excellent way to save money on mass mailings. Sales tax exemption is also available. You will be surprised how much you can save over the year.

### **CONCLUSION – FOCAL SCOIR:**

***While the foregoing recommendations are aimed at improving the efficiency of branches, the onus must rest with Co. Boards to follow up every lead in an effort to establishing branches in every county or region.***

- a. The **REACHTAIRE** attached to the local Regional Centre will assist in establishing new branches and revitalising existing ones.
- b. The Meitheal Team in the Region will assist in directing Athnuachan/Renewal in the years ahead.
- c. County Boards should also consider electing membership officers who would be expected to seek out contacts in areas where no branch exists.

WHILE THE FOREGOING RECOMMENDATIONS ARE AIMED AT IMPROVING THE EFFICIENCY OF THE BRANCHES, THE ONUS MUST REST WITH COUNTY BOARDS TO FOLLOW UP EVERY LEAD IN AN EFFORT TO ESTABLISHING BRANCHES IN EVERY COUNTY OR REGION. COUNTY BOARDS SHOULD ALSO CONSIDER ELECTING MEMBERSHIP OFFICERS WHO WOULD BE EXPECTED TO SEEK OUT CONTACTS IN ALL AREAS WHERE NO BRANCHES EXIST. USUALLY A PERSONAL VISIT TO THE AREA WILL RESULT IN CONTACT BEING MADE WITH AT LEAST ONE INDIVIDUAL WHO WOULD BE WILLING TO ASSIST OTHER CULTURAL ORGANIZATIONS SUCH AS A G.A.A. CLUB, OR A CRAOBH OF CONRADH NA GAEILGE WILL USUALLY PROVIDE A NAME OF AN INDIVIDUAL WHO WOULD BE A LIKELY CONTACT, AND BEFORE LEAVING THE DISTRICT, A DATE AND VENUE SHOULD BE ARRANGED FOR A FIRST MEETING.

## **ADDENDUM (2012)**

### **Additional Officers (of the Executive) for the Comhaltas Ceoltóirí Éireann – Ottawa Branch:**

#### **IRISH OFFICER - TREORAÍ NA GAEILGE:**

He/ she is expected to use every opportunity to promote the Irish language, and every effort should be made to use Gaeilge at meetings, in minutes, on posters and in circulars etc. He/she should present detailed reports at each meeting of the CCE Executive.

#### **ENTERTAINMENT – OIFIGEACH SIAMSAÍOCHTA:**

He/she would arrange for the traditional ‘cupán tae’ and sandwich, scone etc. will be available for patrons at the Oíche Cheoil or session. He/she would also arrange for any type of entertainment for Ceili sessions. He/she should present detailed reports at each meeting of the CCE Executive.

#### **WEBMASTER – STIÚRTHÓIR GRÉASÁIN:**

The Webmaster should ensure that the CCE Ottawa Branch website has up-to-date linking information. He/she must liaise with Executive members as to content requirements, particularly with Chair, Newsletter Editor (P.R.O.), and Irish Officer. He/she must maintain, besides the website, the CCE Blog, CCE YouTube channel, the CCE Facebook page, the CCE Twitter account, and any other social media that the branch uses. The Webmaster should present detailed reports of website changes, traffic (via Google analytics, accessible via the webmaster Gmail account) at each meeting of the CCE Executive.