

The Role of the GAELIC Programme Manager within the New Strategic Structure:

Initially, the GAELIC Programme Manager will have a vital role to play in the setup of the Operational Teams and provide advice and guidance on the way forward. The GAELIC Programme Manager will oversee the new process and act as an advisory for the three new objective areas.

The role of the Programme Manager is to oversee the practical application of the policy decision made by the GAELIC Governing Board and Executive Committee and to assist the Convenor and Operations Manager with the arrangements and control of workshops and to deal with consultants and the marketing of events.

This GAELIC Programme Manager will also act as the central point of communication and information dissemination between the three working groups and ensure that the boundaries are clearly established where there is potential for conflict of interest.

As the Teams are largely self run they should not rely on FOTIM or GAELIC to organize their meetings. Each team will have to decide at the outset how it will function and the logistics of its meetings but it is recommended that a meeting takes place at least once a term. Tasks should be assigned to individual team members early in each year to ensure that members are aware of the demands on their time. Written reports of the meetings and decisions made must be submitted to the GAELIC Programme Manager for reporting at the Executive Committee and GAELIC Governing Board meetings.

It will be the duty of the person assigned to arranging the meetings to keep the GAELIC Programme Manager informed of these meetings so that they can be supported as often as possible.

Assistance can be sought from the FOTIM staff where it is required. Events that include the arrangement of a workshop or conference or indeed marketing to clients beyond the GAELIC members will certainly require the assistance of the GAELIC office. Formal workshops will be the responsibility of FOTIM and become part of the FOTIM budget, with registration fees set by the FOTIM office. The Programme Manager will be assisted by the central FOTIM Office staff for various events as required.

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