

Dóchas Model Document – Board Job Descriptions

1. Board Member

A Board member:

- Regularly attends Board meetings and important related meetings;
- Makes serious commitment to participate actively in committee work;
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time;
- Stays informed about Board matters, prepares him/herself well for meetings, and reviews and comments on minutes and reports;
- Gets to know other Board members and builds a collegial working relationship that contributes to consensus;
- Is an active participant in the board's annual evaluation and planning efforts;
- Participates in efforts to maintain good relations with donors and in fundraising for the organisation.

2. Officers Job Descriptions

a) Chairperson

- Is a member of the Board;
- Is Chairperson of the Board and of the whole body;
- Is a partner with the Director in achieving the organisation's mission;
- Provides leadership to the Board;
- Chairs meetings of the Board;
- Reviews with the Director any issues of concern to the Board;
- Encourages the Board's role in strategic planning;
- Discusses issues confronting the organisation and the sector with the Director;
- Helps guide and mediate Board actions with regard to organizational priorities and governance concerns;
- Monitors financial planning and financial reports;
- Plays a leading role in relations with donors and in fundraising activities;
- Informally evaluates the participation and effectiveness of Board members;
- Evaluates annually the performance of the organisation in achieving its mission;
- Performs other responsibilities assigned by the Board.

b) Vice Chairperson

In addition to the responsibilities outlined in Board Member Job Description, this position:

- Is a member of the Board;
- Performs Chairperson responsibilities when the Chair cannot be available (see Chair Job Description);
- Reports to the Chairperson;
- Works closely with the Chairperson, Director and Secretariat;
- Performs other responsibilities as assigned by the Board.

c) Treasurer

- Is a member of the Board;
- Is responsible for overseeing the effective financial management of the organisation;
- Works with the Director and the Office Manager to provide annual budget in the first instance to the Board and subsequently the AGM for approval;
- Ensures development, and Board review, of financial policies and procedures;
- Works with the Director, Office Manager and Auditor on the production of the Annual Audited Accounts, for discussion and approval in the first instance by the Board and subsequently by the AGM;
- Is responsible to the Board for the discharge of its obligations under the Articles of Association.

d) Staff Liaison Officer

- Formally evaluates the performance of the Director, through twice-annual performance review meetings;
- Serves as point of reference for any issues that cannot be worked out mutually by staff, in line with the procedures laid down in the Employment Policy.

e) Company Secretary

The Office Manager acts as the Company Secretary and as such:

- Is not a member of the Board;
- Maintains records of Board meetings and ensures effective management of records;
- Ensures minutes are distributed to members shortly after each meeting;
- Is sufficiently familiar with legal documents (memorandum & articles, bylaws, Revenue Commissioners letters, etc.) to note applicability during meetings;
- Maintains records of all AGM's;
- Makes annual returns and files appropriate documentation with the Companies Registration Office on an annual basis.