



The Irish Association of Non-Governmental
Development Organisations

Board Member with Governance Experience

Role Description and Person Specification

In an effort to strengthen the effectiveness of the Dóchas Board, and to increase its diversity and skills base, we are seeking to appoint an external Board member, on a voluntary basis, with specific background in charity governance.

Position Title: Member of the Board of Directors

Length of Term: Three years (renewable for a second term)

Background:

Dóchas is the Irish Association of Non-Governmental Development Organisations (NGDO's). Dóchas provides a forum for consultation and co-operation between its members and helps them speak with a single voice on development issues.

Vision: Our vision is of a world where poverty and marginalisation are unacceptable, and where every person has the right to live a life in dignity.

Purpose: The purpose of Dóchas is to be a meeting place and a leading voice for organisations that want Ireland to be a world leader in efforts to bring about global justice.

Mission: Dóchas is the national voice of the international development sector in Ireland, influencing policies and behaviours for a better world. Dóchas is a network to connect, inspire and represent people and organisations working for global justice.

Scope of role:

Dóchas is seeking an external Director for Dóchas' Board to join our 12- member Board. We currently have eight Directors drawn from the Dóchas membership, and two external directors, each of whom have been elected by the membership at our Annual General Meeting.

We are seeking a Director who has experience in **governance** including:

Experience

- An appreciation of good governance practice in the charity or other non-profit sector acquired as a Director or as a senior staff member responsible for the adoption of new governance and /or compliance standards and/or implementation of governance initiatives
- Good working knowledge of the Charities Regulatory Authority Governance Code and related legislation
- Working knowledge of company law especially at it relates to the duties and responsibilities of the directors of a company limited by guarantee.

Responsibilities

Dóchas' board of directors is legally and ethically responsible for all activities of the organization. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning
2. Adopts an annual budget and provides fiscal oversight
3. Recruits, orients, and develops board members
4. Hires and evaluates the performance of the CEO
5. Evaluates its performance and overall performance of the organization in achieving the mission
6. Establishes policies for the effective management of the organization

A Board member is expected to:

- Champion the purpose, mission and values of Dóchas by promoting its work and enhancing its reputation;
- Undertake to comply with the principles of the Irish Development NGOs Code of Corporate Governance and to make every effort to understand their duties and responsibilities;
- Attend Board meetings and important related meetings regularly;
- Make a serious commitment to participate actively in, and prepare appropriately for, Board work;
- Aim to foresee and avoid any conflict of interest. Where one arises, a Board Member must at once declare the interest and absent him/herself from any discussion or vote taken on the matter by the other Board Members;
- Volunteer for, and willingly accept, assignments and completes them thoroughly and on time;
- Get to know other Board members and builds a collegial working relationship that contributes to consensus;
- Participate actively in the Board's annual evaluation and planning efforts;
- Participate in efforts to maintain good relations with donors and in fund-raising for the organisation;
- Comment on behalf of the Board and Dóchas in a way that reflects current Dóchas policy.
- Promote the work of Dóchas in appropriate fora.

Time Demands (approximate):

- Attend and actively participate in 5 annual board meetings which are held approximately every two months. Meetings last approximately two and a half hours and usually take place in the morning (from 10am – 12noon). Meetings are followed by a short exchange with Irish Aid officials, providing an opportunity to share information of relevance to the sector.
- Attend and actively participate in the annual away day (one week day)
- Attend and actively participate in the annual general meeting (approx. 3-4 hours)

The Director would be expected to fulfill one term of three years, which may be extended for a second term.

The Director would also be expected to Chair or serve as a member of Board's Governance Committee which meets 3/4 times annually.

Application process:

Submit a CV and short letter outlining your interest and applicability for the role by 5pm on Friday, 1 May 2020, to anna@dochas.ie.

Following an assessment by Dóchas' Governance sub-committee, the Chair and/or CEO of Dóchas will meet prospective candidates to discuss the role. Following that, proposals on new Directors will be submitted to the Board of Dóchas.

New Directors may be co-opted immediately onto the Board, but their appointment has to be ratified by the membership at the annual AGM.