

Board Member

Role Description and Person Specification

Position Title: Member of the Board of Directors

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

Background:

Dóchas connects, strengthens and represents a network of international development and humanitarian organisations who have a shared vision of a just, sustainable and equal world. Dóchas unites 58 organisations, ranging from small specialist charities to large international NGOs with a worldwide presence. Our members are committed to human rights, justice and the eradication of poverty, and demonstrate this through their work in international development, healthcare, protection, humanitarian assistance, sustainability, education and inclusion. Dóchas members value collaboration and believe that through working together, we can achieve our collective goals.

Our Mission is to enable international development and humanitarian organisations in Ireland to achieve greater impact by working together.

Scope of role:

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

At this year's AGM, there will be two Director positions available for election by the members. We are looking for one Director drawn from our membership, and one external Director.

We are seeking an External Director who has experience in either of the following:

Governance

- 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 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.

Leadership

- Demonstrable leadership experience with an ability to contribute constructively to Dóchas' strategic direction

- Ability to formulate strategy, understand priorities and consider strategic alternatives to established patterns and assumptions
- Experience at stakeholder management, networking and influencing
- Diplomatic, UN or other international relations experience and/or a strong understanding of policy issues for the international development and humanitarian sector
- Previous Director experience would be a distinct advantage along with knowledge of the charity sector

Responsibilities:

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

1. Determines how the organisation 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. Recruits and evaluates the performance of the CEO
5. Evaluates its performance and overall performance of the organisation in achieving the mission
6. Establishes policies for the effective management of the organisation.

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 Charities Governance Code 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 themselves from any discussion or vote taken on the matter by the other Board Members;
- Volunteer for, and willingly accept, assignments and complete them thoroughly and on time;
- Get to know other Board members and build 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):

The Board meets five times a year (usually, January, March, June, September and November). Meetings last approximately two and a half hours and usually take place in the morning. In addition, Directors can expect to attend one Away Day. Directors will also be encouraged to participate in a Board sub-committee to guide operational aspects of the secretariat.

The term of office is three years, renewable for one further term. At each annual general meeting, one-third of the members of the Board or such number as is closest thereto retire from office to allow for rotation of new members.

Further information on our Board is available [here](#).

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 12th April 2023** 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.

If you wish to discuss this role, please feel free to contact Jane-Ann McKenna, CEO at jane-ann@dochas.ie.