

Secretary (Voluntary Role)

Mother Tongues are looking for a Secretary for its voluntary Board of Directors with experience of Practice in the Community and Voluntary sector. If you have experience in this or an equivalent area and want to play a role in Mother Tongues we'd be keen to hear from you.

Role of the Secretary:

- Ensure meetings are effectively organised and minuted. This will involve liaising with the Chair to plan meetings, receiving and circulating agenda items from committee members, circulating reports, taking minutes and circulating approved minutes, and checking that agreed actions are carried out
- The Secretary will also be responsible for checking quorum is present at meetings and elections are in line with procedure
- Maintain effective records and administration - Keeping up-to-date contact details of the Board and the ordinary members, filing minutes and reports, acting as custodian of the governing documents of the organisation, compiling lists of names and addresses that are useful to the organisation, and keeping a record of the organisation's activities and any future activities
- Communication and correspondence - It is the responsibility of the Secretary to respond to all committee correspondence and file all correspondence sent and received, keep records of organisations publications, and prepare a report of the organisation's activities for the year for the Annual General Meeting.
- Further information on the role of Secretary can be found here: <https://www.charitiesregulator.ie/media/1722/the-role-of-the-secretary-of-a-charity.pdf>

Board Member Commitments

- All Board members are expected to have a working knowledge of the voluntary sector in Ireland and be familiar with corporate governance requirements and legislation, such as the Charities Act 2009, the Charities Governance Code and Reporting in 2021, and the GDPR 2018.
- Board members are expected to participate in advocacy in the best interests of the organisation and protecting and promoting the reputation of Mother Tongues.
- Board members will always contribute to the achievement of the organisation's goals while practising the highest standards of corporate governance.
- Board members should be honest, fair, and independent.

Board Meetings

There are a minimum of 4 and a maximum of 6 board meetings a year. Meetings are held in Dublin or online.

Application: Candidates interested in being considered for these vacancies should send their CV and a cover letter (of no more than one page) explaining why they would like to put themselves forward specifically for this role.

All applicants must confirm that they do not have any conflicts of interest or legal impediments which would be likely to interfere with their ability to play a full part on the board. In addition, they must also confirm that they can make themselves available to attend meetings and to carry out the duties of a board member. Letters should also provide the names of two referees who may be contacted as part of the selection process.

Expressions of interest should be received by Mother Tongues no later than **5 pm on Monday 5th November 2021**. They should be sent by email to: **info@mothertongues.ie**