

## **Treasurer (Voluntary Role)**

Mother Tongues are looking for a Treasurer for its voluntary Board of Directors.

Responsibilities will include the following:

- Attending board meetings
- Overseeing the effective financial management of the organisation
- Working with the Director and bookkeeper to provide the annual budget
- Ensuring development and Board review of the financial policies and procedures
- Working with the Director and accountants of the Annual Accounts, for discussion and approval in the first instance by the Board and subsequently by the AGM
- Responsible to the Board for the discharge of its obligations in relation to accounts.

### **A candidate for Treasurer should have:**

1. The financial skills, knowledge and experience to oversee finances and carry out the other duties of Treasurer below. This will include a thorough knowledge of financial management;
2. The ability to participate in strategic and management decisions at Board level and provide financial advice;
3. An understanding of the needs and working of a small voluntary non-profit organisation;
4. The ability to commit to the time necessary to carry out the role effectively. This is likely to be on average 2 hours a month, including meetings with the director, reporting to Board meetings and the other duties in the role description, but may increase at certain times in response to particular pressures.

### **It would also be desirable to have:**

- Experience of managing the finances of a small, voluntary organisation similar to Mother Tongues, as Treasurer or financial manager, though not essential;
- Knowledge of the work of social enterprises.

### **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 practicing 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](mailto:info@mothertongues.ie)**