

## Role Description

### Trustee / Director (Board of Directors).

#### Board Member: Role Description & Person Specification.

The board maintains an overview of policy and strategic direction as opposed to the day-to-day management which is the responsibility of the Manager. The following is a summary of the role and skills required of Board members.

#### Vision and Leadership:

- To be committed to the vision, mission, and values of the organisation,
- To provide strategic direction, including agreeing and monitoring strategic plans
- To keep informed of the activities of the organisation and the wider issues of its work.
- To ensure the work of the organisation is monitored, evaluated and of relevance to the wider community.

#### Accountability and Legal Responsibilities:

- To ensure the organisation complies with its governing document (i.e., constitution or Memorandum and Articles of Association).
- To ensure the organisation keeps to the law, including charity and company law.
  - To ensure the organisation makes efficient use of resources.
  - To ensure that risks to the organisation are managed.

#### Financial and Staff Management:

- To understand the financial position of the organisation.
- To ensure the organisation operates within its agreed accounting policies.
  - To ensure adequate financial resources for the organisation.
  - To contribute to fundraising strategies.
- To ensure the organisation is properly insured against all reasonable liabilities.
- To ensure the organisation is a responsible employer and adheres to legislation.
  - To effectively support the General Manager.

### Skills and Experience of Board Directors:

- Corporate Governance / Voluntary Trusteeships
  - Risk / Financial Management
  - HR / Publicity / Social-Media
- Sustainable Transport & Mobility
- Spatial Planning / Sustainable Communities
- Climate Change and Low Carbon Development

### Time Commitment Required:

This role requires an average commitment of four hours per month. Board Meeting are scheduled on an annual basis. On average, the Board convenes on 8 occasions per year. Additional Sub Committee meetings are ongoing throughout the year

### Further Information:

Should you require further information on Local Link Kildare South Dublin, please visit our website [www.locallinkkildaresouthdublin.ie](http://www.locallinkkildaresouthdublin.ie).

### Interested Candidates:

Should submit a completed Expression of Interest along with a CV and cover letter electronically, to the Company Secretary, using the address, [john.whelan@locallink.ie](mailto:john.whelan@locallink.ie).

***Interviews / introductory meetings will take place over the TEAMS platform.***

Should you wish to discuss any of the above, or require further clarification, please contact the Manager using the address [alan.kerry@locallink.ie](mailto:alan.kerry@locallink.ie) or 086 3899767.