



Board of Directors role

Communications and Public Relations Role

Title: Member of the Board of Directors - Communications and Public Relations

Accountable to: Chairperson and Board of Directors

Status: Unpaid voluntary role, 3-year term

Summary of role

Together-Razem Centre is seeking to recruit a new member of the board of directors with a focus on Law / Governance.

The role involves playing an active role in the organisation's establishment as well as its governance and strategic direction, while taking a leading role on communications and public relations matters.

Role description

Every board member has the following responsibilities:

- Commitment to the development of the Together-Razem Centre and support for its vision, mission, values and objectives – which the board members will be responsible for setting
- Shaping the strategy of Together-Razem Centre
- Acting in the interests of Together-Razem Centre at all time in relation to assets, property, statutory obligations and management requirements
- Where necessary deciding on strategic actions required to achieve Together-Razem Centre's objectives, ensuring that all activities are consistent with the organisation's vision and core values
- Ensuring Together-Razem Centre complies with relevant legal requirements
- Promoting prudent and effective management of organisational resources (financial and human)
- Developing and monitoring effective risk management strategies for Together-Razem Centre
- Developing and monitoring internal systems that are transparent and accountable to stakeholders
- Formally registering conflicts of interest or loyalty with the board
- Not accepting gifts or gifts in kind in the capacity of board member
- At all times, acting with integrity and upholding the interests of the organisation
- Championing Together-Razem Centre
- Promoting the reputation of Together-Razem Centre and not bringing the reputation of the organisation into disrepute



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Additional duties specific to the Communications and Public Relations role:

- Supporting the Together-Razem Centre CEO in the development of a communications plan for the Centre
- Providing general expertise and advice on all matters relating to communications and public relations
- Taking an active role in relevant sub-committees established by the board
- Acting as the board spokesperson for Together-Razem Centre from time to time

Person specification

The successful candidate will have professional experience and a successful track record of strategic leadership and governance.

Essential Experience, Skills and Personal Qualities:

- Minimum five years' professional experience in a communications or PR role in the private, non-profit or public sector
- Creativity and ability to come up with fresh ideas and solutions to communications and public relations challenges
- Experience of strategic planning and service development
- An enquiring mind, with the confidence to challenge constructively
- Understanding of the community and voluntary sector
- Recognition of the importance of supporting
- Strong communication and listening skills
- Strong interpersonal skills
- Able to manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation
- Commitment to the vision and mission of Together-Razem Centre

Desirable Experience, Skills and Personal Qualities:

- Experience as a volunteer or volunteer manager
- Board level experience in the non-profit sector
- Experience establishing a non-profit organisation in Ireland
- Knowledge and experience of the Charity SORP (Statement of Recommended Practice)
- Knowledge of the 2014 Companies Act
- Knowledge of the 2009 Charities Act



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Time requirement

The time requirement of this role is estimated at about 12 hours per year for board meetings with additional time required to read papers and prepare in advance of each meeting, plus involvement in sub-committees and advisory roles.

Some weeks there will be no time commitment, on other weeks, 1 – 2 hours may be asked of members. This can be flexible.

Training

Together-Razem Centre will encourage all board members to undertake training as part of their role.

Training is provided by The Wheel or our partners.

Training needs will be identified on an ad hoc basis, and also through a board review process.