



## BOARD MEMBER

Dun Laoghaire Rathdown Outreach Project (DROPP) is a community-based organisation that provides support services to individuals who are negatively affected by substance misuse. We offer a choice of individual one to one appointments and group programmes designed to support individuals at any stage of substance misuse and look to assist our service users in defining their progression path across our services, or by way of referral to another agency who can better meet their individual needs.

*Our mission is to empower individuals, families and communities to make positive choices in recovery through the delivery of high-quality services.*

Board Members are chosen because they have a wide array of experience and personal qualities to bring to the organisation. They may also provide specialist knowledge which will help provide the organisation with valuable insights. Board Members of DROPP help to ensure that the organisation operates effectively. They are expected, together with the chairperson, to oversee the development of the business plan through their contribution to strategy development, objective setting and robust Governance, Financial and performance oversight. The Board of Management conducts its work in compliance with the Governance Code for Community, Voluntary and Charitable organisations.

### ROLE DESCRIPTION

#### 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 and evaluated

#### 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, in particular that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to the organisation, staff volunteers and service users are at an acceptable level and are managed.
- To be accountable to membership, funders and other stakeholders.

#### 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 CEO.



**Qualities and Skills of Board of Management Members/ Directors**

- Good leadership skills.
- Understanding of and commitment to the organisation mission and values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Good time-keeping.

**PERSON SPECIFICATION**

- Knowledge and understanding of Addiction treatment and rehabilitation and of the workings of organisations similar to DROPP would be beneficial
- Have a genuine interest and passionate for addiction rehabilitation and recovery
- Experience of a Board level role for an organisation of similar size and level of activity an advantage
- Ability to think and plan strategically and take a board perspective of the environment in which the organisation operates
- Have a genuine interest in helping DROPP achieve its vision and strategic goals
- Possess well-developed interpersonal skills, be and an effective communicator
- Ability to challenge constructively and accept challenge where appropriate
- A high standard of networking and public relations skills
- Knowledge of evidenced based treatment models

**TERM OF OFFICE**

There is an initial probationary of six months where a role review will be conducted with the Chairperson. Thereafter an annual board review will be held. Within these reviews the Board Member may choose to remain or step down from the Board of Management and/or subcommittees.

**DECLARATION OF INTEREST**

All Board Members are required to complete a Conflict of Interest Declaration Form on Induction. Any conflicts will be noted and retained on file for the duration of tenure. These will be reviewed annually by the Chairperson of the Board of Management

**CONFIDENTIALITY**

Board members should not release confidential information gained as a result of their involvement with DROPP to any external third party without expressed written consent to do so. All Board Members are expected to work in line with the Governance Handbook and the organisations policies and procedures in relation to confidentiality and data protection.

**TIME REQUIREMENT FOR THE ROLE**

The table below aims to give an approximate indication of the time required for various activities. Meetings take place in DROPP, 45 Upper Georges Street Dun Laoghaire at 9am.

<b>Activity</b>	<b>Approximate time commitment</b>
<b>Core Role including phone calls</b>	4-6 hours per month
<b>Sub committee meetings</b>	All board members also sit on one Subcommittees of the Board of Management. These meet bi-monthly for 1 hour
<b>Board Meetings</b>	Board meetings take place monthly and last approximately 1.5hours.



The AGM takes place Annually lasting approximately 1 hour

**If you are interested in this role – what next?**

If the above position is of interest to you please complete the attached Expression of Interest Form and return to Anthea Carry, CEO at [anthea.carry@drop.ie](mailto:anthea.carry@drop.ie). If you wish to discuss the role further you can contact Anthea on 01 2803187.



**Expression of Interest For consideration of Board Member with  
Dun Laoghaire Rathdown Outreach Project CLG**

Name:
Address:
Tel No.:
Email:
Occupation / Current professional role:
Previous professional roles:
Any relevant professional qualifications:
Involvement with non-profit organisations (if additional to points already made)
Reason for interest in this opportunity? What your contribution can be to DROPP and it's achievement of its mission?
Any other relevant information: