



BOARD MEMBER WITH LEGAL EXPERTISE IN THE CHARITIES SECTOR

Dun Laoghaire Rathdown Outreach Project (DROPP) is a community based organisation that provides support services to individuals who are negatively affected by substance use dependency. We offer a choice of group programmes and individual case work appointments designed to support individuals at any stage of problematic substance use and support participants to define their progression path across our services or through referral to a more appropriate agency who can better meet their individual needs.

Introduction

A new and exciting opportunity to fill the role of Board Member with Legal expertise has arisen and we are seeking a volunteer to contribute their skills, expertise and enthusiasm to an existing board of highly motivated and dedicated non-executives.

We wish to expand our Board in order to build on our current expertise as we enter into a new and exciting phase of change and growth for the organisation. Board members are chosen because they have a wide array of experience and particular personal qualities to bring to our organisation. This role is voluntary and no remuneration is given to board members, however the organisation will meet any out of pocket expenses incurred in fulfilling your role as board member.

The Responsibilities of Board Member with Legal Expertise is:

- **Strategic Leadership:** Provide strategic guidance and assistance on legal matters and the charity's obligations under current legislation with a clear mandate to minimise all risks that may arise. Assist the management team in the review and updating of policies, procedures and practices to align with best practices and legal and regulatory requirements.
- **Board Engagement:** Actively participate in Board Meeting including allocating time to prepare for and attend meetings, offering strategic insights and advice, particularly on legal and regulatory matters pertinent to the organisation. Assist the board on regulatory changes, potential risks, regulations and reporting requirements applicable to charities in the Republic of Ireland.
- **Committee Involvement:** Commit to serve as a member of at least one Subcommittee, where your expertise will drive fundraising, grant applications and the identification of opportunities for new and additional funding.

Commitment

You must have sufficient time and commitment to fulfil the role which will require between 4-6 hours per month in order to prepare for and attend:

Scheduled board meetings every six weeks, 9 per year; bi-monthly sub-committee meetings, 5 per year; the Annual General Meeting and a Board review day.

All board members

1. Take personal and organisational responsibility as a Board Member
2. Contribute to the development and implementation of DROPP's Strategic aims
3. Raise DROPP's profile as a valued community based rehabilitation service provider and support through attendance and networking at events and meetings, and generate interest in our work from potential stakeholders.
4. Support the Chairperson in leading the organisation



5. Lead or take part in one off projects as appropriate
6. Work in line with the organisation's governance handbook

Skills and expertise that our Board require

- A qualified Solicitor or Barrister with at least 5 years experience, preferably in the charity / not for profit sector would be advantageous
- Knowledge of Irish law, regulations and governance frameworks applicable to the not for profit sector
- Strong analytical, problem solving and decision making skills
- Excellent communication, leadership and interpersonal skills
- Commitment to the Vision, Mission and Values of the Dun Laoghaire Rathdown Outreach Project

TERM OF OFFICE

There is an annual performance review at the end of the first year as Board Member. Subject to satisfactory review and board approval the role will continue for an additional period of three years. After this time the Board Member may choose to step down or at the invitation of the Board may undertake a further two-year tenure

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 time as a board member.

CONFIDENTIALITY

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. Board meetings take place in DROP, 45 Upper Georges Street Dun Laoghaire at 6pm and bi-monthly sub committee meetings take place during working hours.

Activity	Approximate time commitment
Core Role including phone calls	4-6 hours per month
Sub committee meetings	All board members also sit on one Subcommittees of the Board of Management. These meet bi-monthly for 1 hour
Board Meetings	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 all the above sounds interesting and is something that you would like to get involved in please complete the attached Expression of Interest Form and return to Anthea Carry, Manager at anthea.carry@drop.ie. If you wish to discuss the role further you can contact Anthea on 01 2803187 or 089 612 7098.