

ROLE DESCRIPTION FOR A TRUSTEE

Trustee of Irish Association for Counselling and Psychotherapy Board of Directors

Who are the charity's trustees?

The Charities Act 2009 defines charity trustees as the people responsible for the 'general control and management of the administration of the Charity'. For IACP, the charity trustees are the Board of Directors of the organisation.

The Board of Directors comprises 4 Officer positions in addition to up to 7 trustees:

- The Cathaoirleach (Officer)
- The Leas-Cathaoirleach (Officer)
- The Company Secretary (Officer)
- The Treasurer (Officer)
- Up to seven elected trustees

The role of the Board of Directors

Charity trustees are the people who exercise control over, and are legally responsible for, the management of IACP. They are volunteers who give of their time to improve, protect and support the charitable purposes and activities that occur within the IACP. The Board of Directors is collectively responsible for the oversight of IACP.

Duties of a Board member

The duties of a Board member are as follows.

- Ensuring that the IACP pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that IACP complies with its governing document (its Constitution and byelaws), charity law, company law, competition law and any other relevant legislation or regulations
- Ensuring that the IACP carries out its charitable purposes for the benefit of the public
- Monitoring the IACP's performance against agreed targets
- Embodying the values of the IACP and acting impartial when carrying out duties
- Acting in the best interests of IACP through the development and implementation of appropriate policies
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the IACP and ensuring the proper investment of the charity's funds

Minimum time commitment

- Board members are expected to attend an induction session at IACP prior to their first Board meeting.

- Board members are expected to attend all board meetings – Board meetings are held at least eight times a year on a Friday or Saturday. These meetings commence at 9.45am and last approximately four hours with a requirement to attend some meetings held in person at Head Office, Dún Laoghaire. Currently a number of meetings are also held online.
- Papers are distributed one week in advance of Board meetings and Board members are expected to prepare and have read papers and other relevant material in advance of the Board meeting. Board members are collectively responsible for the decisions taken by the trustee board as a whole. This applies even if a Board member is unable to attend a board meeting. It is important, then, that board members always prepare for meetings and read background papers, even if they cannot attend the meeting.
- From time-to-time board decisions may need to be taken between meetings and Board members are expected to be available to review documentation and submit their decision in accordance with the Decisions Between Meetings Protocol.
- Board members are expected to attend the Annual General Meeting (AGM) of IACP, which takes place during the day in person in the month of October.
- Board members may be asked to represent the Board on IACP committees / engagement with IACP stakeholders.
- Board members may be invited to other events/conferences/training sessions as they arise during the year.
- Board members will be reimbursed for all reasonable expenses which they incur wholly, necessarily, and exclusively in the course of IACP business. The IACP has a Volunteer Expenses Policy in place.

Person specification

Each Board member should have:

- A commitment to the mission and vision of IACP
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of IACP
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

The IACP welcomes nominations from all eligible and interested Members including those who may have additional experience and skills in other key areas for example, legal, financial, human resources, risk management etc.