Expression of Interest to the Donegal Women's Centre Board of Directors for:

Company Secretary

Donegal Women's Centre is positively committed to improving -gender equality, opposing discrimination and eliminating violence and injustice to women. The key aims of this charitable organisation are to support women and promote equality and inclusion.

The Centre offers a variety of clinical and counselling services including family planning and women's health clinics. It also delivers and facilitates regular training in areas related to health and wellbeing including ante-natal and menopause clinics as well as group sessions funded specifically to support migrant women.

Donegal Women's Centre is a registered company with charitable status, governed by a Board of Trustees and funded by various state and semi-state bodies including HSE and Túsla.
General duties of a Charity Trustee include:

- Compliance with the Charity's governing documents
- Ensuring the charity is complying with its charitable purpose for the public benefit
- Acting in the best interest of the charity
- Acting with Reasonable Care and Skill
- Managing the assets of the charity
- A fiduciary duty to act in good faith

The Role:

Donegal Women's Centre's Board of Trustees is seeking a Company Secretary. The Company Secretary provides comprehensive legal and administrative support and guidance to the board of trustees.
Responsibilities will include the following:

- Inputting to the strategic direction, governance and compliance requirements along with fellow Trustees.
- Responsibility to ensure that the company complies with all relevant statutory and regulatory requirements.
- Oversight of administrative duties, such as preparing and circulating the agenda and any other papers prior to Board meetings.
- Ensure the taking of Minutes at Board meetings and make sure these are kept in a Minutes Book and circulated to other members of the Board as soon as possible after the meeting.
- Follow up on decisions taken at meetings in consultation with the chairperson.
- Ensure membership records are up to date.

- Organising the AGM
- Preparing and filing annual returns to the Companies Registration Office (CRO).

Board Meetings:

There will be six board meetings annually as well as bi-monthly sub-committee meetings.

The average time-commitment to charitable boards is 6 hours per month and the Company

Secretary will be registered with CRO and will have regulatory duties.

Meetings are held online via MS Teams with occasional in-person meetings at the Centre as well as the AGM.

If you have experience in Trustee/ Board Membership and/ or similar roles or the necessary skills to undertake this role and would like to make a valuable contribution to Donegal Women's Centre, we're keen to hear from you.

There is much to be gained from membership of voluntary Boards including skills development, networking and, most importantly, contributing to the voluntary sector which is an extremely fulfilling experience.

Please send an ***Expression of Interest letter and C.V*** to Donegal Women's Centre Chairperson Siobhan Cullen at **siobhancullen03@gmail.com** on or before **12th July 2024.**