

Terms of Reference for Board of Management Key Personnel

CHAIRPERSON

- The Chairperson of the Board of Management shall be appointed by the Board of Management to a three-year term and may be re-appointed to successive terms.
- The Chairperson shall have the power, on behalf of the Centre, to perform all acts and execute all documents to make effective the actions of the Board of Management. However, the Chairperson does not have authority to enter into everyday commercial contracts and his/her functions are limited to presiding at meetings of the Board of Management.
- The Chairperson of the Board of Management shall be the representative of the Board of Management at all times and ensure that all orders and resolutions of the Board of Management are carried out.
- The Chairperson, in addition to chairing meetings, will be seen as the focal point of the Centre with a coordinating and representative role. To these general tasks are added those associated with running meetings.
- The Chairperson shall have the responsibility to:
- Maintain an overview of the aims and objectives of D8CEC.
- Ensure that decisions are taken in line with the aims, policies and objectives of the Centre.
- Represent the interests of the Centre whenever the opportunity presents.
- Oversee the planning and preparation of agendas for meetings of the Board of Management and ensuring that the business dealt with by the Board of Management covers the range of issues pertinent to the Board of Management.
- Ensure that time is allocated appropriately to agenda items at the meeting.

- Lead the Board of Management towards well thought out decisions and clear mandates for action.
- Ensure that each Board of Management member contributes to the best of his or her ability and that all issues relevant to a discussion are raised.
- Provide support, guidance and appraisal for the members of the Board of Management.

THE SECRETARY

The Secretary shall have the following responsibilities:

- Convene all meetings of the Board of Management.
- Prepare and circulate the agenda for meetings of the Board of Management in consultation with the Chairperson. Request to include additional items on the agenda should reach the Secretary seven days before the meeting.
- Keep, or arrange to have kept, the minutes of all meetings of the Board of Management.
- The Minutes of each meeting should reflect the information presented, decisions taken and action items. The Minutes should reflect a record of attendance at the meeting and the Agenda. Approval of the Minutes should be recorded and signed by the Chairperson at the subsequent meeting.
- Oversee the administration of the Board of Management's business.
- Maintain a file of all Board of Management minutes and papers.
- Ensuring that official Board of Management correspondence is dealt with.

THE TREASURER

The Board of Management will appoint a Treasurer and shall determine his/her term of office. The Board of Management will ensure that they appoint a person who has the necessary knowledge and experience to fulfill the role of Treasurer.

The Treasurer shall have the following responsibilities:

- To report on a regular basis to the Board of Management on the financial state of the Centre and advise the Board on the factors affecting financial decisions.
- To ensure grant applications and fundraising activities are coordinated.
- To assist the Auditor of the Centre (if applicable).
- To monitor, with the Centre Manager, the ongoing stewardship, usage and recording of the Centre's financial assets and transactions.
- To assist the Board of Management in establishing its financial strategy and policy
- The Board of Management of D8CEC shall determine the powers and authority of the Treasurer.