



volunteer centre

Ionad d'Obair Dheonach Fhine Ghall

FINGAL

Volunteer Chairperson Role

Fingal Volunteer Centre was established in 2005 as one of the 22 volunteer centers now operating across Ireland. Fingal Volunteer Centre aims to ensure best practice in relation to volunteering in Fingal through its work with both voluntary organisations and volunteers.

Fingal Volunteer Centre offers a matching service where volunteers can seek to fulfill their needs in line with a voluntary organisation. Volunteer management training is facilitated in communities and all voluntary organisations are supported to develop policies and procedures to effectively manage the involvement of volunteers in their service.

Fingal Volunteer Centre works continuously with Volunteer Centres Ireland on the national agenda and contributes to the development of quality standards, peer mentoring programmes and other policy development on an on-going basis.

We now wish to recruit a new volunteer Chairperson to lead our Board of Directors. The Chairperson is pivotal in creating the conditions for overall Board and individual director effectiveness

Further Information

Queries are welcomed for more information. Please apply in writing or contact:

Ms. Noreen Colgan, (Chairperson Fingal Volunteer Centre)
Fingal LEADER Partnership
Email: ncolgan@fingalleaderpartnership.ie

Unit 14, Beat Centre,
Stephenstown Industrial Estate,
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Fingal Volunteer Centre is a Company Limited by Guarantee. Company Number 434396.
Registered at Dillon House, Unit 106 Coolmine Industrial Estate, Clonsilla, Dublin 15. CHY no. 17730





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Why become a volunteer?

Fundamentally, volunteering is about giving your time, energy and skills freely. What better way is there to connect with your community and give a little back? As a volunteer in Fingal Volunteer Centre you can give a little back to society by supporting Fingal in providing quality volunteer programmes to all living in the area. You can gain experience and ultimately fulfill a desire to assist others and improve the quality of life in Fingal.

Role Description of Chairperson

- In partnership with the Manager of Fingal Volunteer Centre, working for the achievement of the organisation's mission.
- Providing leadership to the Board of Directors to whom the Manager is accountable
- Ensuring that the Board is functioning properly and is meeting its obligations and responsibilities
- Ensuring that the Board meets on a regular basis
- Along with the Manager, establishing a calendar for Board meetings, setting the agenda for meetings and ensuring the timely distribution of all materials necessary for the effective working of the Board

Acting as a liaison and maintaining communication with all Directors to optimise and co-ordinate their input and to and to enhance the effectiveness of the Board

- Ensuring all financial transactions of the organisation are in line with funding requirements, in consultation with the Manager and other Board members.
- Appointing the Chairperson of sub-committees of the Board in consultation with other Board members
- Evaluating the performance of the Manager
- Evaluating the performance of the Board as a whole
- Evaluating the performance of individuals on the Board

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Role Description

The Chairman is pivotal in creating the conditions for overall Board and individual director effectiveness. Specifically, it is the responsibility of the Chairman to:

- Run the Board and set its agenda. The agenda should take full account of the issues and the concerns of all Board members. The agenda should be forward looking and concentrate on strategic matters.
- Ensure that the members of the Board receive accurate, timely and clear information, in particular about the organisation's performance, to enable the Board to take sound decisions, monitor effectively and provide advice to promote the success of the organisation.
- Manage the Board to ensure that sufficient time is allowed for discussion of all issues, where appropriate arranging for informal meetings beforehand to enable thorough preparation for the Board discussion. It is particularly important that directors have sufficient time to consider critical issues and are not faced with unrealistic deadlines for decision-making;
- Take the lead in providing a properly constructed induction programme for new directors that is comprehensive, formal and tailored
- It is the responsibility of the Chairperson to address the development needs of the Board as a whole with a view to enhancing its overall effectiveness as a team
- Ensure that the performance of the Board is evaluated at least once a year
- Encourage active engagement by all the members of the board

The Chairperson should:

- Uphold the highest standards of integrity and probity
- Set the agenda, style and tone of Board discussions to promote effective decision-making and constructive debate
- Promote effective relationships and open communication

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- Build an effective and complementary Board and, in conjunction with the recruitment and selection sub-committee where appropriate, plan succession in board appointments, subject to board approval
- Promote the highest standards of corporate governance
- Ensure clear structure for and the effective running of Board sub-committees;
- Ensure effective implementation of Board decisions;
- Establish a close relationship of trust with the Manager, providing support and advice while respecting executive responsibility;
- Represent the Board internally and externally as appropriate

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