



# Board Member – Youth Work Expertise

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## About Belong To – LGBTQ+ Youth Ireland

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Belong To's vision is for an Ireland where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBTQ+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

Learn more about us by visiting [www.belongto.org](http://www.belongto.org) and by reading our [Strategic Plan 2025-2027](#) and our [2023 Annual Report](#).

## The Role of the Board

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The role of the Board is to oversee the business of the Charity as per the Constitution. It is the organisation's policy body that sets checks and balances and, individually and collectively, it is the Board Members that have ultimate responsibility for the organisation.

The Board is therefore committed to its policy making role within the context of a best practice model of good governance. There are two fundamental parts to the role of the Board of Belong To: firstly, to lead and, secondly, to control the organisation as follows:

- Provide and build leadership
- To set the mission and purpose of the organisation

- To strengthen the image of the organisation
- To strengthen the effectiveness of the Board and its appointed officers
- To develop and monitor the implementation of the strategic plan in consultation with stakeholders, including young people and staff
- To secure the necessary resources for the effective implementation of the strategic plan
- To meet all legal obligations placed on the organisation
- To be accountable to other stakeholders (funders, members, young people, staff and the public) for their stewardship of the organisation
- To support and monitor the performance of the CEO through an annual performance review
- To support the CEO and the staff in their roles in running the organisation
- To actively participate in advancing the mission of the organisation through sharing of expertise and network.

## **The Duties of Board Members**

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Board members' duties come from the following:

- The governing document of Belong To.
- Legislation (e.g. the Charities Acts 2009 and 2024, the Companies Act 2014)
- Common Law (the body of Irish law based on established practice and decisions of the courts).

The duties of board members include:

- Complying with Belong To's governing document.
- Ensuring Belong To is carrying out its charitable purpose for the public benefit.
- Always acting in the best interests of Belong To.
- Acting with reasonable care and skill.
- Managing the assets of the organisation.
- Making appropriate investment decisions.
- Ensuring the organisation keeps proper books of account.
- Ensuring Belong To prepares and furnishes financial accounts and an annual report to the Charities Regulator.
- Reporting any reasonable grounds for believing a theft or fraud has occurred.
- Ensuring the organisation complies with directions issued by the Regulator.

- Being proactive in satisfying themselves that appropriate and transparent structures are in place to ensure all aspects of the oversight and management of Belong To are functioning correctly.
- Ensuring that decisions are taken within the terms of Belong To's constitution, and that this document is reviewed regularly and remains fit for purpose.
- Ensuring sub-committees of the board work to, and within, clear Terms of Reference.

Board members are also ultimately responsible for ensuring that Belong To meets all its obligations under the Companies Act 2014, including:

- To keep adequate accounting records.
- To prepare annual financial statements.
- To have financial statements audited.
- To maintain certain registers and documents.
- To file certain documents with the Registrar of Companies.
- To hold general meetings of the company.

## **The Role of Individual Board Members**

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Board Members should contribute appropriately and effectively at board meetings. No individual board member (including the chairperson) should dominate debates or exercise an undue influence on decision-making.

Board members should support the chairperson in their efforts to conduct board business in an efficient and effective manner. However, board members should not hesitate to challenge the chairperson if they feel that a decision has been taken without a full and proper debate or is illegal or ultra vires.

Board members are expected to bring their resources and expertise to bear on the attainment of the organisation's vision, advancement of its mission, while respecting the organisations values.

The Board Members:

- may be asked to represent Belong To on committees, at events, or on state or other boards;
- are required to publicly support the policy positions and services developed and provided by Belong To;
- shall act as ambassadors for the organisation when requested by the CEO or Chairperson;

- may seek any support or advice from the CEO, or staff team through the CEO, and copying the Chairperson into that communication.

For this specific role, the successful candidate will be required to join and chair the Quality, Safety and Safeguarding Subcommittee of the Board, which meets at least quarterly and advises the Board on all matters relating to the quality of Belong To's youth work provision, the safety of young people in our services, and child safeguarding.

## Functional Competencies

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### Essential

- A passion for youth work and commitment to empowering LGBTQ+ young people.
- Minimum five years' professional experience in youth work.
- Strong communication, interpersonal, and teamwork skills.
- An understanding of current challenges, opportunities and trends in the youth work sector in Ireland.
- Expertise in child safeguarding and Children First.

### Desirable

- Experience working with LGBTQ+ young people or in the LGBTQ+ sector.
- Board level experience in the non-profit sector.

## Other Information

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### Composition of the Board

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The Board of Belong To – LGBTQ+ Youth Ireland is a body of elected or appointed individuals (Board Members) who jointly oversee the activities of the organisation. The Board shall contain a minimum of three and a maximum of ten Directors.

### Term Limits

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Belong To implements term limits in line with the guidance issued by the Charities Regulatory Authority. A term limit of three consecutive terms of three years (for a total of 9 years) will apply if you are selected to join the board.

## Time Commitment

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Board meetings generally take place every 6 weeks at 17:30 to 18:30. All meetings are held in person at Belong To's offices in Dublin 2, with most meetings including the option to join online via Zoom. Typically, there are a total of 8 meetings per year with 2 meetings taking place in person.

One of these is held during an annual away day (one overnight) which is scheduled in quarter 1 of the year. There is an expectation that each Board member will also serve on at least one of the board committees. On average committees meet once per quarter, but may meet more frequently as needed.

Currently, the board has established 4 committees:

1. Finance and Audit Committee
2. Governance and Risk Committee
3. Quality, Safety and Safeguarding Committee
4. HR and Remuneration Committee.

Overall, the time commitment expected amounts to approximately 10 – 12 hours per month.

## Remuneration and Expenses of Board Members

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Board membership of Belong To – LGBTQ+ Youth Ireland is a voluntary position for which no remuneration shall be paid at any time. This is explicitly stated in the Articles of Association of the organisation and outlawed by the Charities Act 2009. Board members are entitled to reimbursement of vouched expenses for travel to or from any meetings related to the discharge of their duties as a Director.

Expense claims must be submitted in writing, in accordance with the organisation's expenses policy and approved by the Chair of the Board in advance of submission. Incomplete, inaccurate, and unsigned claims will not be processed or paid.

The details of expenses paid to Board members in accordance with SORP will be published annually in our annual financial statements and annual report.

## Election of Co-opted Board Members at the next AGM

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An individual who has been co-opted as a Board member by the Board must stand for election at the following AGM. Board members may offer, and company members may seek, opinions as to the performance of co-opted Board members in advance of the election taking place. Co-option to the Board is not a guarantee of re-appointment at the AGM.

## The Protection and Safeguarding of Children and Vulnerable Adults

Belong To – LGBTQ+ Youth Ireland has adopted a policy to protect and safeguard the welfare of clients. Board members will be required to always follow this policy and any offer to join the board may be contingent on Garda Vetting and Reference Checks. A copy of the organisation's Safeguarding and Child Protection Policy and Vetting Policy is available for review on our website.

## Confidentiality

Due to the nature of this work, board members will be party to highly confidential and very personal and sensitive matters – they must therefore be committed and able to always maintain the very highest standards of confidentiality.

## Conflicts of Interest and Loyalty

A condition of taking up the voluntary role on the board by successful candidates will be to declare any conflicts of interest or loyalty in accordance with the charity's policies and to keep the Company Secretary informed of any changes in your personal circumstances that might give rise to a real or perceived conflict of interest or loyalty.

## Non-Compete / Non-Solicitation

A condition of taking up the voluntary role on the committee by successful candidates will be to sign a restrictive covenant commonly known as non-compete and non-solicitation clause.

## Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To – LGBTQ+ Youth Ireland we create a number of both paper and digital records in your name. Information submitted with any application is used in processing that application. Where the services of a third party are used in processing your application, it may be required to provide them with information; however, all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to [privacy@belongto.org](mailto:privacy@belongto.org) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by Belong To – LGBTQ+ Youth Ireland are set out in our [privacy policy](#).

## How to Apply

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Please send your CV and a letter of interest to [secretary@belongto.org](mailto:secretary@belongto.org). The interest letter should outline your motivations for seeking to join the Board of Belong To and what skills and experience you would bring to the charity. Your covering letter should identify any potential conflicts of interest or loyalty that may arise if you were appointed to the Board of the Charity.

The **closing date for applications** is **10:00** on **Monday 21<sup>st</sup> July 2025**.

### Who can apply?

To be a Board Member you must:

- not be disqualified from being either a Director of a Company or the Trustee of a Charity (i.e. a bankrupt or have a court order saying you cannot be a Director of a Company or Trustee of a Charity). Further information is available at [www.cro.ie](http://www.cro.ie) and [www.charitiesregulator.ie](http://www.charitiesregulator.ie)
- be 18 or over.
- be willing to undergo Garda Vetting, (having a criminal record does not automatically disqualify a person in terms of rehabilitation of offenders).

### What happens next?

- The Board Nominations Committee will consider all applications received and will shortlist applicants, with priority given to those who meet any skills gaps the board have identified. Shortlisted candidates may then be contacted and invited to an informal phone or Zoom interview (more than a chat, less than a formal interview).
- The Nominations Committee will select a number of candidates to meet with in person, which has been provisionally scheduled for **Saturday 9<sup>th</sup> August** at a venue in Dublin city centre.

**\*\*\* Please note that canvassing will disqualify \*\*\***

Belong To – LGBTQ+ Youth Ireland will not be responsible for refunding any expenses incurred by candidates.