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Ability West is looking for two family representatives to join the Board of Directors

Established in November 1962 by parents and friends, Ability West has been providing services and supports to children and adults with an intellectual disability and comorbidities for 59 years. Ability West is a company limited by guarantee and a registered charity in Ireland. Over 600 children and adults avail of our services and supports in 13 geographic locations with 62 centres located across Galway city and county. Ability West is patron of four special schools located in Ballinasloe, Carraroe, Galway City and Tuam.

We are looking for family members who would like to contribute to the charity on the Board of Directors, to lead, inspire and be part of the Ability West team as we embark on our 60th year in service.

The main object for which the Company is established is to benefit the community through the promotion and/or provision of the highest possible standard of service, support, treatment, training, education, general welfare of persons with disability in their own communities and the giving of advice, guidance and support to parents/guardians and family members of persons with disability.

Ability West is funded under Section 39 of the Health Act 2004 (non-acute/community agency). In this regard, a contract or 'Service Arrangement' is in place between the Health Service Executive and Ability West and Part 2 of this document is completed on annual basis and signed by both parties. This provides a level of governance to service provision and information detailed therein covers: Quality and Safety, Service Delivery Specification, Performance Monitoring, Information Requirements, Funding, Insurance, Complaints, Staffing and Change Control.

We are now inviting Expressions of Interest from family members to join the Board Directors. A "family member" means the parent, grandparent, legal guardian, sibling, spouse of a sibling, child of a sibling, aunt, uncle, spouse of an aunt or uncle or child of an aunt or uncle of a service user.

[Constitution/Memorandum of Association, 3 (j)]

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| Role Title: | Director/Trustee |
| Accountable to: | The Chairperson and Board of Directors |
| Status: | Voluntary role, 1-year term with opportunity for re-election |
| Process: | Expressions of Interest (who have been shortlisted) will be voted prior to and at the first Family Forum of each year and nominees are then formally elected at the AGM in accordance with the Articles of Association. |
| Remuneration: | As a registered charity, Directors do <u>not</u> receive payment for their services. |
| Experience/Skills: | Desirable: Legal or Service Delivery Expertise |
| Commitment: | Candidates must have sufficient time to fulfil the role which includes: <ul style="list-style-type: none">- Board meetings (evenings) – 10 per year- Annual General Meeting- Membership of sub committees - There are five sub-committees of the board; Finance, Audit and Risk, Quality and Safety, Nominations and Visiting Committee.- Appointment to the Board will be contingent on satisfactory Garda vetting. |



Ability West is a registered company and the principal fiduciary responsibilities of a director are set out in Part 5 of the Companies Act 2014. Ability West is also a registered charity and Charity Directors (or Trustees) have specific duties under the Charities Act 2009. Directors must make sure that their charity complies with the requirements of these Acts and other relevant legislation.

In summary, the Board of Directors have the following duties:

- The Directors control and direct the company in the interests of its members. They have particular responsibilities under the law and the company's Constitution
- The Directors are Trustees or minders of the Company's Assets
- They govern or take overall responsibility for directing the affairs and policies of the organisation
- They keep an eye on the "big picture"/Strategic Plan and are not drawn into the level of detail that is associated with the management or operations of the organisation
- The Common Law Duties of a Director, i.e., those created by court require:
 - o A Director to act in good faith and in the Company's interest. Not to use their power for personal gain or for the benefit of others at the Company's expense
 - o Directors must not profit from being a Director and must not accept gifts or hospitality that might reasonably be thought to influence them in carrying out their role as a Director
 - o Directors must act with due care, skill and diligence

Statutory Duties of Directors – i.e., those created by legislation.

- The Directors provide the company with their name, address, date of birth, PPS number, nationality, occupation; details of any Shares or Debts in the Company (Register of Interest); details of any other Companies of which they are a Director (Register of Interest). They must keep the Company up to date of any changes to this information
- They should inform the Company if they have any interest in a Company contract or proposed contract
- They must comply with the organisation's Constitution
- Directors must ensure that the Company keeps the proper book of accounts
- They must prepare annual Financial Statements that give a true and fair view of the Company affairs
- These Financial Statements must be audited
- The Directors have the power to appoint or re-appoint the Companies Auditors

Who should apply?

The Board of Directors brings a mix of many skills and much experience to the table. If you are a family member with strength in any of the following areas we would love to hear from you:

- Commitment to the vision and mission of Ability West
- Advocacy and promotion of the reputation of Ability West; not bringing the reputation of the organisation into disrepute
- Commitment to driving improvements in the Disability Sector
- Knowledge of the community and voluntary sector
- Recognition of the importance of supporting collective decisions
- Strong communication and interpersonal skills
- Ability to come up with fresh ideas and solutions to challenges
- Ability to understand complex organisational issues and risks
- Ability to manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation
- Governance skills including experience of strategic planning, organisational performance management and service development
- Board level experience in the non-profit sector



- Ability to grasp relevant issues underpinned by an understanding of developing partnerships and building relationships with other organisations
- Confidence to challenge constructively
- Basic I.T. skills (email, video conference) - *please note Board meetings are currently being held virtually via video and/or phone conference due to the Covid-19 pandemic.*
- Expertise in the health and social care sector, legal sector or PR/communications sector

Level of English required for this role

Fluent English

Volunteers will be provided with the following supports

- Support, advice, recognition
- Initial induction and training, and ongoing training opportunities
- Reimbursement of reasonable expenses
- Insurance cover

Age restrictions

Over 21 years

Screening for this role

Please send your Expression of Interest in writing to the Chief Executive at Blackrock House, Salthill, Galway, H91 R254 or email ceo@abilitywest.ie, outlining:

1. The relationship to your family member availing of our services
2. Details about the skills, experience/background that you would bring to the Board
3. Enclose a CV where possible

Shortlisting will be completed by the Nominations Committee which comprises the Chairperson, Company Secretary and a Director of the Board.