# **Board Member (Trustee & Director) with Governance and Risk Experience**

**About the role**

The board of Carmichael, in line with its succession plan, is seeking to recruit a new board member with strong governance and risk experience to join the Board in June 2024. The candidate should currently hold or have previously held a role at a senior level in a governance-related role such as Company Secretary or a role related to risk management, compliance or regulation.  The candidate should also have a very good understanding of and interest in the nonprofit sector.

There are currently 12 members on the [Board of Carmichael](https://www.carmichaelireland.ie/about-us/patron-board/) with six due to retire at the upcoming June AGM. As the Board is currently at its maximum number of members (12), the successful candidate for this role will be invited to join a Board committee from March 2024 with the intention of filling a Board vacancy which will be created on the Board in June.

The board meets around 7 times a year. Board meetings are normally held online with at least two meetings per year held in-person in Carmichael House, North Brunswick Street, Dublin 7 from 5pm-7pm on a Tuesday.

The new board member would also be required to be a member of the board’s risk and governance sub-committee which meets online 7 times per year on a Tuesday from 8.00am to 9.00am in advance of Board meetings. The estimated time commitment of the board member is 8-10 hours per month.

The initial term of office for Carmichael Board members is 3 years, with an opportunity to serve a second 3-year term subject to Board approval.

Carmichael is the leading provider of governance training and supports to nonprofits in Ireland and has an excellent reputation for the quality of the supports it provides.  Carmichael’s Board members have an essential role to play in contributing to good governance in Carmichael itself and the wider nonprofit the sector. As a governance expert, the successful candidate will perform an important role in ensuring that Carmichael operates to the highest governance standards.

**About Carmichael**

The Carmichael Centre for Voluntary Groups (Carmichael) is a registered charity, established in 1990 and is Ireland’s first and largest shared facility for community and voluntary groups. The Centre consists of around 19,000 square feet of office space located in two buildings in Dublin’s North Inner City. It provides office accommodation, meeting rooms, shared facilities, payroll, IT, training and consultancy support services.

The Centre is home to 44 nonprofit organisations who are based in the Centre. We are committed to building stronger charitable, community and voluntary groups nationwide. Carmichael was founded on the core belief that by co-locating in a shared space and by pooling resources, resident members in our Centre can save time, reduce cost, up-skill and thereby, focus on delivering quality services to their beneficiaries.

We work not only with the 44 resident members who are based in the Centre, but also with 100s of groups around the country. We work with boards and management committees on governance issues and in helping them to implement best practice and quality standards.

We provide a mentoring service for CEOs of voluntary organisations, a support network for board chairpersons, information seminars and disseminate articles and practical guides on good governance practice. The Good Governance Awards, the Carmichael Mentoring Programme and the Board Chairs Network are some of the examples of our work to provide support and guidance to nonprofit organisations.

Using Carmichael's quality and cost effective back-office services, its accommodation services and its training/ capacity building services enable nonprofit organisations to:

* Focus more attention on their core mission activities;
* Reduce their reporting and compliance costs;
* Improve the quality of their financial information and meet the reporting requirements of funders and regulators;
* Improve capacity, competencies and operational efficiencies;
* Divert the resulting monetary and time savings into furthering and enhancing their frontline service delivery.

Over the last 5 years, we have substantially expanded the scope and scale of the training and consulting support we deliver nationwide to include scheduled training workshops, customised training and eLearning modules. In 2022, we delivered customised training to 2,765 participants and scheduled training to 563 participants.

We are working to implement our [current strategy (2022-25),](https://www.carmichaelireland.ie/about-us/strategic-objectives/) and we aim to utilise and leverage our experience gained over the last 30 years, to implement the necessary actions to ensure that Carmichael has a sustainable business model and that it continues to deliver high quality and value-for-money services that meets real needs of both its resident members and those of nonprofit organisations nationwide.

Carmichael adheres to principles of equality, diversity and inclusion in all appointments including Board appointments.

**To apply**

Please send a CV of no more than 2 pages and a cover letter of no more than one page through [Board Match](https://www.boardmatch.ie/not-for-profit/carmichael-ireland) or by email to [roisin@carmichaelireland.ie](mailto:roisin@carmichaelireland.ie) before January 14th. Your application should detail any relevant governance, risk, nonprofit and Board experience as well as what attracted you to this role. Please note that previous Board experience is not an essential requirement for this role.

Interviews are expected to take place online between 6pm and 9pm on Thursday January 25th.

For more information on the board vacancy or Carmichael, please contact the Services Manager, Róisín McGuigan, at [roisin@carmichaelireland.ie](mailto:roisin@carmichaelireland.ie).

Carmichael particularly welcomes applications from those who may bring a different perspective to the board in terms of race, age, nationality, sexual orientation, disability, or other protected characteristics. We recruit, train, and support Board members based on their experience, qualifications and abilities, fostering an inclusive culture where everyone feels a sense of belonging and we respect individuals' dignity and worth. For assistance or accommodation inquiries, please reach out to [roisin@carmichaelireland.ie](mailto:roisin@carmichaelireland.ie).