

## Educate Together Nominee - Second-level Board of Management in a Voluntary Secondary School

### Responsible to

Chairperson on the Board of Management and the Patron Body of the school.

### Overall purpose of the role

The Educate Together Nominee Role is a key position on a school Board of Management. This role involves acting as the communication person between the National Office of Educate Together and the Board of Management of the local Second-level school. Any information, memo's requests and entries from the National Office must be promptly shared with the relevant parties in the school community.

### Overall context of the role

There are 11 members on the Board of Management of a Secondary school. It is made up of 2 Educate Together nominees (one of which will be the chair), 2 Staff nominees, 2 Parent nominees, 2 Student nominees, and the Principal (who is a non-voting member of the board). When these roles are established, the board may agree on nominating two other members as Community representatives.

### Keys areas of work

Under the Education Act, the Board of Management must undertake to run the school according to the ethos determined by the Patron of the school. The Board manages the operation of the school which involves the following:

- It must ensure that the school fulfils its function as set out in the Education Act 1998.
- It is responsible for managing the school's finances. This may involve keeping proper accounts which are made available to the Patron and School Community.
- It is involved in the recruitment of a Principal, the teachers and other staff.
- It is responsible for the maintenance and upkeep of the schools premises

### Place of Volunteering

Board of Management meetings will take place at the school in question.

**Length of commitment:** Three Years. The term of office of a Board of Management is until the 15th October in the third year after the board was constituted.

**Hours of work:** Overall, approximately 6-10 hours per month

- The Educate Together Nominee will attend the Board of Management meeting once a month. These meetings are usually up to two - three hours long.
- Occasionally there may be issues that need to be supported by the Educate Together Nominee, which may include meetings outside of the monthly Board of Management meetings.
- The Educate Together Nominee would be expected to read all reports in advance of Board of Management meetings - distributed 1-2 weeks before.
- Depending on what role of the Educate Together Nominee may take take on, on the Board of Management, there maybe some work between meetings eg. in the instance of the position as Chairperson etc.

**Support:** The Function and role of Board members is directed by the Rules as outlined by the Department of Education and Skills. Educate Together is also available to the Chairperson or other board members, to explore particular issues that may arise. Educate Together training which will be available to all members across the network.

**References and checks:** Two references - Formal Interview

## Personal Specification

### Skills

- Excellent Interpersonal Skills
- A competent decision maker
- Excellent communications skills
- Ability to deal with conflict
- Positively engaged and motivated
- Open minded and easy to get along with
- Confidence to question
- Ability to build consensus
- Thorough and detail orientated (policy development/research etc.)
- Ability to not take things personally, or to let things be taken personally
- Good financial management skills and/or commercial awareness
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### Knowledge

- Knowledge of the general area in which the school is located
- A good understanding of the Educate Together ethos (or willingness to learn)
- Understanding of the Irish Second-level system, rule and regulations (or willingness to learn)

### Experience

- Experience of Human Resource/General Business Management
- Experience of chairing Committees (not necessarily in a school context) however experience at Board of Management level would be an advantage

### Personal Qualities

- Personal and professional integrity
- Commitment to the Ethos of Educate Together
- Objective and Non Judgemental
- Strategic thinker

### Benefits of Volunteering in this role

- All board members will receive Educate Together Induction Training
- An opportunity to engage leadership skill-set within a school governance setting
- Facilitating and continuing development of a school of excellence, within the Educate Together ethos
- A chance to expand professional networks through the other board members, the parent body and Educate Together
- A chance to contribute to Educate Together National policy through the school's membership to the National Office.