

LASC (Latin America Solidarity Centre): Chairperson, Secretary, Treasurer & Fundraising Officer **(<https://www.activelink.ie/node/109738>)**

THIS IS YOUR OPPORTUNITY TO SUPPORT LASC OPEN POSITIONS

We are looking for a new CHAIRPERSON (voluntary basis)

If you would like to nominate yourself or another person (must have paid LASC membership), please send an email to info@lasc.ie (<mailto:info@lasc.ie>)

The LASC chairperson will be responsible for the following:

- Oversight of the organisation and staff – Education Officer and Administration Officer
- Organise committee meetings and liaise with the rest of the committee on tasks and committee recruitment (Secretary, Treasurer, Finances and Fundraising)
- Liaise with the Administration Officer in relation to issues such as the office.
- Approve large payments
- Provide induction to new staff members
- Liaise with LASC members
- Represent LASC in official meetings.

More information on the role of the chairperson in a charity can be found [here](https://www.charitiesregulator.ie/media/1692/the-role-of-the-chairperson-of-a-charity.pdf) (<https://www.charitiesregulator.ie/media/1692/the-role-of-the-chairperson-of-a-charity.pdf>).

Important issues to be considered

- LASC chairperson must have a real interest in Latin American issues in the region and within Ireland and Europe.
- LASC is going through a financial crisis and we need someone to lead the fundraising sub committee.
- The Chair must be located in the Republic of Ireland.
- The Chair must be fluent in English and ideally Spanish or Portuguese.

WE ARE ALSO LOOKING TO FILL THE FOLLOWING ROLES

Secretary (<https://www.charitiesregulator.ie/media/1722/the-role-of-the-secretary-of-a-charity.pdf>) :

Responsibilities

- Administration and compliance
- Preparing for board meetings
- Taking meeting minutes
- This role is voluntary and flexible for remote work.
- Must be advanced/fluent in English and Spanish or Portuguese

Treasurer:

Responsibilities

- To monitor income and expenditure

- Able to communicate with non-financial board members
- To manage financial risk
- To plan budgets and cash flow
- To craft a financial policy and procedures
- This role is voluntary and flexible for remote work.
- Must be advanced/fluent in English and Spanish or Portuguese

Fundraising officer

Responsibilities:

- To be responsible for making recommendations to the committee
- To support with the implementation of courses, events and other services that LASC could offer to increase the organisations' income.
- Support fundraising events as required.
- Maximise all fundraising opportunities with stakeholder management and network expanse.
- This role is voluntary and flexible for remote work most of the time.
- Must be advanced/fluent in English and Spanish or Portuguese

Please state your interest in one of these roles at info@lasc.ie (<mailto:info@lasc.ie>)

Region

Nationwide / Dublin 7

Date Entered/Updated

23rd Jul, 2024

Expiry Date

23rd Sep, 2024

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