

FamiliBase: Company Secretary **(<https://www.activelink.ie/node/112834>)**



Role: Company Secretary

The Organisation:

FamiliBase is an organisation delivering services to children, young people and families in Ballyfermot, Dublin 10. It came into existence in 2014 following a merger process. It is now well established and continues to develop and respond to changing local needs. FamiliBase has three strands of service delivery: Early Years and Afterschool, Child and Family and Youth and Community. It operates an integrated model of practice consistent with the concept of a one stop shop. Programme delivery occurs at different levels i.e., from universal provision to intensive wrap around services for those with complex / multiple needs.

General Trustee duties of a Charity Trustee

- Comply with the Charity's governing document
- Ensuring charity is complying with its charitable purpose for the public benefit
- Acting in the best interest of the charity
- Act with Reasonable Care and Skill
- Manage the assets of the charity

The Role:

FamiliBase are seeking a Company Secretary. The company secretary provides comprehensive legal and administrative support and guidance to the board of trustees. If you have experience in this area and want to play a role in FamiliBase we're keen to hear from you.

Responsibilities will include the following:

- Inputting to the strategic direction, contributing with insight, oversight and experience of strategy formulation in other sectors.
- Responsibility to ensure that the company complies with all relevant statutory and regulatory requirements
- Oversee administrative duties, such as taking agenda items and preparing and circulating the agenda and any other papers
- Follow up on decisions taken at meetings in consultation with the chairperson
- Ensure the taking of Minutes at Board meetings and make sure these are kept in a Minutes Book and circulated to other members of the Board as soon as possible after the meeting,
- Ensure membership records are up to date.

Board Meetings:

There will be 7 board meetings a year. Meetings are held in FamiliBase, Ballyfermot, Dublin 10 or online.

Please email info@familibase.ie (<mailto:info@familibase.ie>) to express interest in the role.

Region

Dublin 10 & Online

Date Entered/Updated

20th Dec, 2024

Expiry Date

20th Feb, 2025

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