

**NORTH MUNSTER** CITIZENS INFORMATION SERVICE



Expression of Interest Form – Board Director

Please note that the closing date for applications for receipt of expressions of interest is: November 8th 5pm

Please submit final document to [ciaran.casey@citinfo.ie](mailto:ciaran.casey@citinfo.ie)

**SECTION 1: PERSONAL INFORMATION**

Name (Legal Name as per Birth Certificate/Passport):

Address:

Telephone (daytime):

Email:

# SECTION 2: EXPERIENCE AS A BOARD MEMBER/VOLUNTEER

**2.1** Have you previously served as a member of a Board of Management or Board of Directors or Board of Trustees? *(Please provide details)*

* + 1. If yes, how many terms did you serve and what was the duration?
  1. Have you held any formal role on a Board or Committee, for example, Chairperson, Secretary or Treasurer?
  2. Have you ever served on a Sub-Committee of a Board? *(Please provide details)*
  3. Do you currently or have you previously had any experience as a volunteer in your community or other communities? *(Please provide details)*

# SECTION 3: CORE ATTITUDES AND VALUES

* 1. What are your core values and attitudes to Volunteering?
  2. Can you demonstrate how your core values and attitudes align to those of North Munster CIS?

**SECTION 4: ESSENTIAL KNOWLEDGE AND EXPERIENCE**

**Candidates must demonstrate knowledge and experience in two or more of the following areas:**

* 1. Have you any experience in citizen centred-activities, or community-based engagement, or acting as a director on companies limited by guarantee or activism on behalf of citizens?
  2. Have you any experience in corporate governance and compliance and applying best practice in the governance of a community, voluntary or charitable organization, including risk identification and management?
  3. Have you any experience in the development and/or implementation of social policy in the community & voluntary sector?
  4. Have you experience in financial management, procurement and risk management?
  5. Have you experience in managing an organisation, for example developing operational plans, monitoring performance and reporting?
  6. Have you any experience in Human Resources at a senior level (employment law, industrial relations, pensions and organisational development, recruitment)?
  7. Have you experience in procurement policy and procedures, communication, marketing, media/public relations or change management?
  8. What specific areas of expertise or professional qualifications would you bring to a CIS Regional Board, for example, financial, legal or HR? *(Please provide details)*
  9. If you have any additional relevant information in support of your expression of interest that is not covered in your answers above, please outline the details below:

# SECTION 5: CONFLICT OF INTERESTS

Are you aware of any potential conflicts of interest that may arise as a result of your appointment to a CIS Regional Board?

# SECTION 6: ACCESS NEEDS

Please list any special requirements you may have due to a disability.

Signed:

Date:

**Confidentiality**

Subject to the provisions of the Data Protection Act 2018 and GDPR, all applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Please see the data protection notice which accompanies this booklet.

**Data Protection**

Please note that Data Protection Privacy Notice for Board Applicants is available from [ciaran.casey@citinfo.ie](mailto:ciaran.casey@citinfo.ie)

## Please sign and submit via to email [ciaran.casey@citinfo.ie](mailto:ciaran.casey@citinfo.ie)

## Submission date: 5pm November 8th 2021