



## **The Organisation**

The Irish Emergency Alliance (IEA) is a membership organisation, made up of seven Irish registered charities working on international humanitarian emergency relief. Our members are ActionAid, Christian Aid, Plan International, Self Help Africa, Tearfund Trócaire and World Vision. These members have programmes in a total of 85 different countries across the globe giving the IEA a very significant presence enabling members to respond quickly to an emergency. At times of major humanitarian emergencies, IEA members come together to raise money from the Irish public in a coordinated manner.

The IEA is a joint appeals mechanism where Irish humanitarian organisations agree to consolidate our fundraising efforts, demonstrating to the public that we can work together to fundraise more effectively and reduce our administrative and fundraising costs.

As humanitarian organisations, our overriding mandate is to save lives and alleviate suffering of the most vulnerable and impoverished people on our planet.

This is an exciting time for the IEA and a new incoming Chair. The organisation has launched a number of successful appeals and is growing its key strategic partnerships and brand recognition. The overarching aim of the IEA is to continue its growth and development in order to become the trusted and 'go-to' emergency response entity in Ireland.

## **Overview of the Board and IEA Chairperson**

The Board of Directors is made up of two types of director:

- a. The nominated representative of each Member Agency, typically the CEO or Executive Director; and
- b. At least three independent directors, one of whom is the Chairperson.

A key role of the Chairperson is to represent and be the ambassador for this growing and dynamic organisation, as well as leading the board, with support from its various sub-committees and staff, in defining its strategic direction and objectives.

The Board has ultimate responsibility for directing the affairs of the charity, defining its strategic goals, supervising all resources to include ensuring it is solvent, well-run, and is delivering the charitable outcomes for which it has been set up. The Board ensures that the IEA remains true to its charitable purpose, its objectives and complies with charity law. The Board approves each year the *Matters Reserved for the Board Policy*, which outlines the key areas the Board is responsible for.

## **Role and responsibilities of the Chairperson**

The chairperson's primary role is to ensure that the board is effective in its tasks of setting and implementing the IEA's direction and strategy. Additionally the chairperson will:

*Be an ambassador for the IEA and:*

- Represent the IEA, be an ambassador and advocate for the values, priorities, work, and effectiveness of the organisation;
- Facilitate, support and attend meetings with major stakeholders and key influencers;
- Provide coherent leadership to the organisation including representing the IEA and enabling directors to develop an understanding of the views of major stakeholders.

*Ensure that the IEA is managed effectively and:*

- ensure that the business of Board Meetings and General Meetings (Annual and Extraordinary) are conducted efficiently and accountably, allowing appropriate time for discussion of complex or contentious issues;
- ensure a clear structure for committees of the Board;
- ensure appropriate policies are in place;
- ensure that the directors receive accurate, timely and clear information, in particular about the organisation's performance, to enable them to make sound decisions, monitor effectively, initiate change and provide advice to promote the success of the organisation;
- ensure that all directors understand their duties and responsibilities and are able to fulfil their roles appropriately;
- ensure that evaluation and review of Board performance is carried out on a regular basis;
- ensure that the appointment procedure for directors is effective in building an appropriately skilled and complementary Board and planning succession in Board appointments;
- Encourage active engagement by all directors.

The chairperson will not line manage the IEA's Executive Director but will instead delegate this responsibility to the Executive Committee (a sub-committee of the Board).

## **Commitment Required and Terms of Appointment**

- Six Board meetings per annum (3 virtual and 3 in-person)
- Infrequent ad hoc Board Meetings to address key strategic items such as emergency response appeal launches (held virtually)
- IEA AGM
- Short regular (monthly) meeting with the IEA Executive Director (held virtually)
- Attendance at relevant events such as meetings with major stakeholders and influencers, or key fundraisers
- The Chairperson is elected at the Annual General Meeting for an initial three-year period to provide coherent leadership to the organisation

- The role is unpaid/voluntary however reasonable expenses incurred whilst fulfilling the duties of the role will be reimbursed
- In exceptional circumstances, the role may require international travel

### **Qualifications, Knowledge and Experience**

The Chairperson of the IEA will have the following qualities and experience:

- Ability to provide a clear strategic thinking and direction to the organisation
- Strong leadership skills to lead and guide the Board through a time of development and growth
- Sound judgement and unquestioned integrity

#### *Communication and interpersonal skills*

- Collaborative team player who secures the confidence of others and leads by example
- Strong communication and interpersonal skills and comfortable engaging at all levels, including the media
- Outstanding influencing skills with the ability to draw on an established reputation and network
- Shares the IEA's core values and has the deepest commitment to delivering on its purpose

#### *Representation*

- Comfortable acting as an ambassador, representing the IEA to a wide range of stakeholders including in the media

#### *Knowledge and experience*

- Experience of governance and board development together with a sophisticated understanding of our mission (the organisation has just completed an extensive governance framework)
- Previous experience at board level in either the private, public or not for profit sectors is desirable as is experience of being a Chair
- Track record of leadership, ideally at CEO level, change management and influence