



## Trustee Recruitment Pack

## Table of Contents

Table of Contents	1
Welcome from the Chairperson of the Board of Trustees	2
About Outhouse	3
Outhouse’s Charitable Purpose	3
The legal structure of Outhouse	4
Role of the Board of Trustees	4
The role of Individual Board Members / Trustees	5
Composition of the Board	5
Staff Representation on the Board	5
Term Limits	5
Time Commitment	6
Remuneration / Expenses of Trustees	6
Responsibilities of Board Members/ Charity Trustees	6
Knowledge, Skills, and Experience	9
Other Information	9
Confidentiality	9
Conflicts of Interest and Loyalty	9
Non-Compete / Non-Solicitation	9
Data Protection and Privacy	9
Misc.	10

## Welcome from the Chairperson of the Board of Trustees

July 2022

Dear Applicant,

Thank you for being so interested in becoming a Board member of Outhouse – LGBT+ Community Resource Centre. I hope you find this recruitment pack information of value in supporting your decision to apply to join the Board of Trustees.

Our Board is united in its passion for advancing the safety and equity of the LGBT+ community through a sustainable and excellently run professional Charity.

We are currently looking for motivated and committed individuals who share Outhouse's values and bring experience and expertise at a strategic level in one or more of the following areas:

- Community Development/ Social Care
- Communications/ Public Relations
- Public Affairs/ Advocacy
- Legal/ Corporate/ Charity Governance
- Fundraising
- Research and academia

Previous experience in the third, public, or corporate sector would be advantageous.

Successful applicants undergo induction training before commencing their role as Board Member / Trustee.

We strongly encourage applications from all sections of society. However, we would be particularly interested in applications from individuals who identify as Transgender, Non-Binary, people with a disability, and people from a minority ethnic background.

If you are interested, please read the rest of this pack with further information on the organisation, what the role entails, and how you can apply.

Le Bród,

Séamus McManus (he/ him)

Chairperson of the Board

## About Outhouse

Founded in 1997, Outhouse is the LGBT+ community resource centre in Dublin. Our vision is of a vibrant and safe space for LGBT+ people, groups, and organisations that are inclusive of the diversity of our communities.

Our mission is to provide a safe space that facilitates and encourages the growth of services and supports the LGBT+ communities.

In all of our work, we are guided by community, equality, and partnership principles.

Before the pandemic approximately 55,000 people per year access our services that include; a drop-in service; sexual health drop-in clinic; personal development courses; peer support groups; a community café; Ireland's only queer library & theatre; office & multi-purpose meeting rooms for hire; information, referral & support services; outreach & training; activities & events.

### Outhouse's Charitable Purpose

The principal objects and charitable purpose of the organisation as stated in its governing document is as below. The governing documents are currently under review as part of Outhouse's strategy development for 2023-2027. The objects may be updated to ensure they adequately represent the organisation's core purpose and the wording remains fit for use

- (A) To provide a centre to supply education and information services on a non-directional basis about health for disadvantaged and marginalised groups by hosting meetings, workshops, publications, providing support and counselling in relation to HIV prevention and sexual health promotion; by providing emotional and psychological support for marginalised members of the community; by providing services dealing with crisis intervention; by providing services to people with HIV and AIDS; by raising awareness through workshops, publications and providing and information resource library; by providing education through lectures, seminars, course and conferences in relation to personal development.
- (B) To provide for the relief of poverty for marginalised sections of the community by providing venues for meetings of groups, individuals, facilitators and counsellors free of rent; and by providing beverages and snacks to disadvantaged members of the community at cost price.

As objects incidental and ancillary to the attainment of the principal object:

- (C) To provide a community and resource centre to serve gay, lesbian, bisexual, transvestite, and transgendered people and those who identify with or support such people.
- (D) To provide from the aforementioned centre education and information services about gay, lesbian, bisexual, transvestite, and transgendered people for the general public.

#### The legal structure of Outhouse

Outhouse Limited is a company limited by guarantee and not having share capital registered in Dublin, Ireland #255357 with its registered office at 105 Capel Street, Dublin 1, D01 R290, Ireland.

Additionally, the company is classified as a registered charity and is registered with both the Charities Regulator #20033293 and the Revenue Commissioners, CHY11815.

#### Role of the Board of Trustees

The role of the Board of Trustees is to oversee the business of the Charity as per its constitution. The Board is the organisation's policy body that sets the checks and balances, and both individually and collectively, it is the Board members that have ultimate responsibility for the organisation.

There are two fundamental parts to the role of the Board of Outhouse firstly, to lead and secondly, to control the organisation as follows:

- Provide and build leadership
- To set the mission and purpose of the organisation
- To strengthen and uphold the image of the organisation
- To improve the effectiveness of the Board and its appointed officers
- To develop and monitor the implementation of the strategic plan in consultation with stakeholders, including the LGBT+ community, volunteers, and staff
- To secure the necessary resources for the effective implementation of the strategic plan
- To meet all the legal obligations placed on the organisation
- To be accountable to other stakeholders (funders, members, the LGBT+ community, staff, and the public) for their stewardship of the organisation
- To support and monitor the performance of the CEO through an annual performance review
- To support the CEO and the staff team in their roles in running the organisation on a day-to-day basis

- To actively participate in advancing the mission of the organisation through sharing of experience and network

## **The role of Individual Board Members / Trustees**

Board members should contribute appropriately and effectively at Board meetings. No individual Board member (including the Chair) should dominate debates or exercise an undue influence on decision-making.

Board members should support the Chair in their efforts to conduct Board business efficiently and effectively. However, Board members should not hesitate to challenge the Chair if they feel that a decision has been taken without a full and proper debate or is illegal or ultra vires.

Board members are expected to bring their resources and expertise to bear on the attainment of the organisation's vision and mission while respecting its values.

The Board members:

- may be asked to represent Outhouse on committees, at events, or on State or other boards;
- are required to publicly support the policy positions and services developed and provided by Outhouse;
- shall act as ambassadors for the organisation as required by the CEO or Chair;
- may seek any support or advice from the CEO/ Staff through the CEO and copying the Chair into that communication.

## **Composition of the Board**

The Board of Trustees (Board) of Outhouse Limited is a body of elected or appointed individuals (Board Members) who jointly oversee the organisation's activities.

The Board shall contain a minimum of four and a maximum of thirteen Directors.

## **Staff Representation on the Board**

Charity law prohibits a Board member explicitly from deriving a salary or payment for their role as a Board member of a Charity; this precludes staff representatives on the Board.

## **Term Limits**

The standard term in office for a Director is three years for a maximum of three consecutive terms. This limit is also subject to an Articles of

Association requirement for the longest-serving quarter of the Board to offer themselves for retirement at each annual general meeting of the company.

## **Time Commitment**

Board meetings take place approximately every 6 weeks, currently, they are hybrid meetings. Ordinarily, in-person meetings are held in Outhouse, 105 Capel Street, Dublin 1.

Board members are expected to serve on at least one of the Board's subcommittees. On average, subcommittees meet 6 – 8 times yearly but may meet more frequently as needed.

The estimated time commitment is approximately 10 – 15 hours per month.

## **Remuneration / Expenses of Trustees**

Board membership of Outhouse is a voluntary position for which no remuneration shall be paid at any time. This is explicitly stated in the Articles of Association of the organisation and is outlawed by the Charities Act 2009. Board members are entitled to reimbursement of vouched expenses for travel to or from meetings related to the discharge of their duties as a Director/ Trustee.

Expense claims must be submitted in writing, per the organisation's expense policy and approved by the Chairperson of the Board in advance of submission. Incomplete, inaccurate, and unsigned claims will not be processed or paid.

The details of expenses paid to Board members in accordance with SORP (Statement of Recommended Practice on Accounting and Reporting) will be published annually in our annual financial statements and annual report.

## **Responsibilities of Board Members/ Charity Trustees**

Your duties as a Charity Trustee are set out in the governing document of Outhouse, legislation, and common law (the body of Irish law based on established practice and courts' decisions). You have specific duties under the Charities Act 2009 and must ensure that the Charity complies with other relevant legislation.

Your general duties as a Trustee are to:

- Comply with Outhouse's governing document
- Ensure that Outhouse is carrying out its charitable purpose for the public benefit

- Act in the best interests of Outhouse
- Act with reasonable care and skill
- Manage the assets of Outhouse
- Make appropriate investment decisions
- Ensure that Outhouse is registered on the Charities Regulator's Register of Charities
- Ensure that Outhouse keeps proper books of account (these must include daily entries of all money the Charity receives and pays out, as well as a record of the organisation's assets and liabilities)
- Ensure that Outhouse prepares and gives its financial accounts to the Charities Regulator
- Ensure that Outhouse complies with any directions issued by the Charities Regulator
- Ensure that you inform the Charities Regulator if you think that theft or fraud has taken place at Outhouse

The charities regulator has prepared a [guidance document to help Charity Trustees](#) understand their role and responsibilities, providing detail on each of the items listed above.

## How to Apply

Please send your CV and covering letter to [ceo@outhouse.ie](mailto:ceo@outhouse.ie). Your covering letter should convey why you are interested in joining the Board of Outhouse and what skills and experience you could bring to the Charity. Please disclose any conflicts of interest or loyalty whether real or perceived that may arise if you were appointed to the Board of the Charity.

The closing date for applications is **noon on Tuesday 9 August 2022**.

## Who can apply?

To be a Board Member / Trustee, you must:

- not be disqualified from being either a Director of a Company or the Trustee of a Charity (i.e. a bankrupt or have a court order saying that you cannot be a Director of a Company or Trustee of a Charity). Further information is available from [www.cro.ie](http://www.cro.ie) and [www.charitiesregulator.ie](http://www.charitiesregulator.ie)
- be 18 years or older.

## What happens next?

The Board Nominations Committee will consider all applications received against the person specification below and will shortlist those applicants

who best meet it. Shortlisted candidates will then be contacted and invited to an informal interview.

### **Board Subcommittees**

The Board has several subcommittees at present, including:

- Finance, Audit, and Risk
- Human Resources
- Nominations

There are plans for additional subcommittees to encompass fundraising, policy, and advocacy in the near future.

Alternatively, or as a first step, to joining as a Board Member / Trustee, applicants may be invited to join and support the work one of the Board's subcommittees.

**\*\*\* Please note that canvassing will disqualify \*\*\***

## Knowledge, Skills, and Experience

### Essential:

Experience in one or more of the following:

- Community Development/ Social Care
- Communications/ Public Relations
- Public Affairs/ Advocacy
- Accountancy/ Finance
- Legal/ Corporate/ Charity Governance
- Fundraising
- Research and academia

### Desirable:

- Knowledge of the third/charitable sector.
- Prior experience serving on the Board of a registered Charity.
- Knowledge of LGBTI+ identities and lived experience.

## Other Information

### Confidentiality

Due to the nature of this work, the post holder will often be a party to highly confidential and sensitive matters – they must therefore be committed and able to always maintain the highest standards of confidentiality.

### Conflicts of Interest and Loyalty

A condition of taking up the voluntary role on the Board will be to declare any conflicts of interest or loyalty per the charity's policies and to keep the CEO, Company Secretary, and Chair of the Board informed of any changes in your circumstances that might give rise to an actual or perceived conflict of interest or loyalty.

### Non-Compete / Non-Solicitation

A condition of taking up this voluntary role on the Board by the successful candidates will be to sign a restricted covenant commonly known as a non-compete and non-solicitation clause.

### Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you apply for a role with Outhouse, we create several paper and digital records in your name. Information submitted with a job/ volunteering application is used to process and assess your application. Where the services of a third party

are used in processing your application, it may be required to provide them with information. However, all necessary precautions will be taken to ensure the security of your data. To access your data, please submit a request by email to [privacy@outhouse.ie](mailto:privacy@outhouse.ie), ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Our [data protection policy](#) sets out information about a candidate's data held by Outhouse.

#### Misc.

Outhouse will not be responsible for refunding any expenses incurred by candidates.