



CAMPHILL COMMUNITIES OF IRELAND

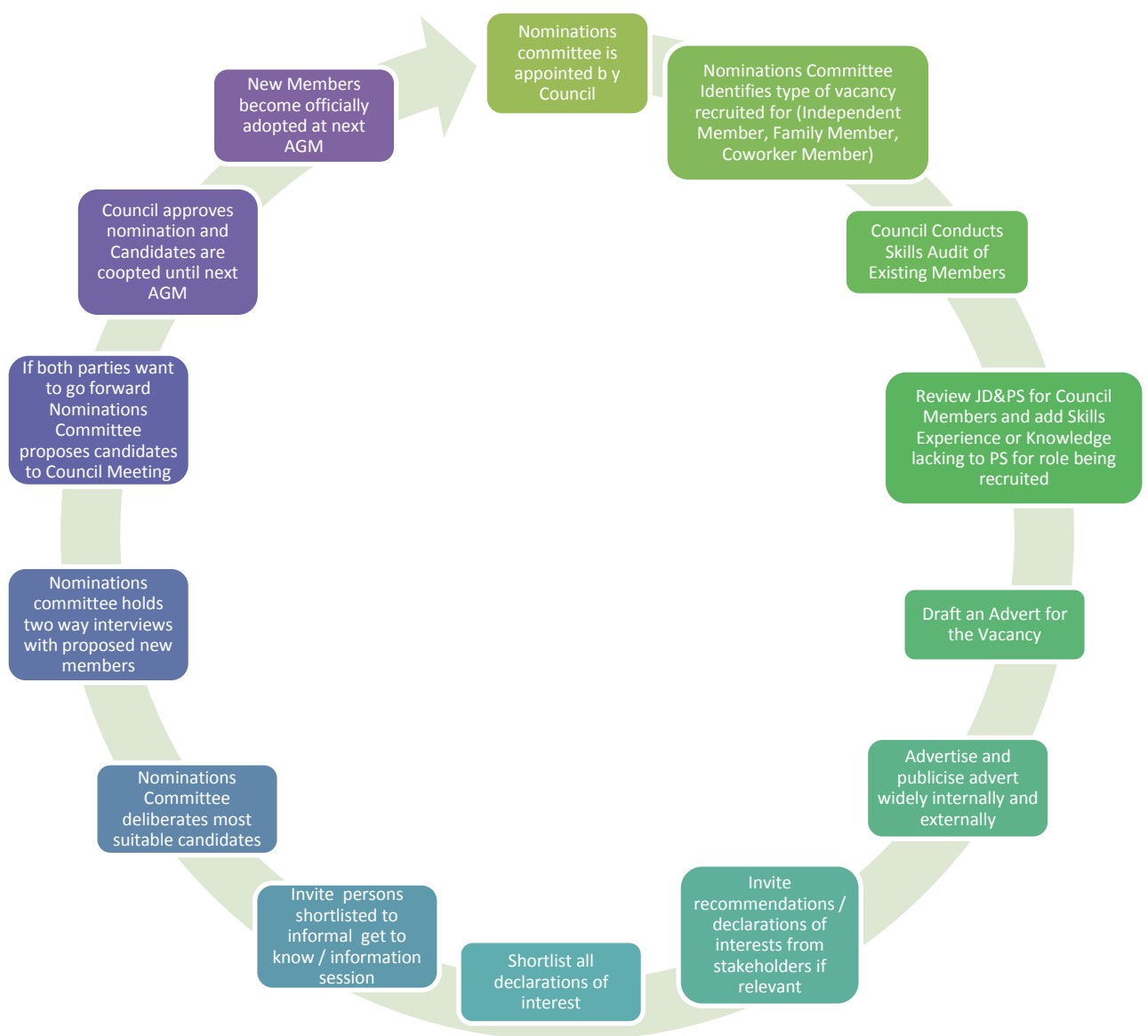
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**RECRUITMENT OF NEW MEMBERS
TO THE COUNCIL OF
CAMPHILL COMMUNITIES OF IRELAND**

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1.2 Recruitment of new members to the Council of Camphill Communities of Ireland - Process Flowchart



1.3 Nominations Committee

Council will appoint a nominations committee of between 3-5 members that between them have a good representation of stakeholders and whose members bring skills in HR /Interviewing and good Knowledge of governance requirements. The Nominations committee may co-opt an external member if a particular skill or advise is required.

1.4 Type of Vacancy

According with the Articles of Association and the Byelaws of the organisation the vacancy for a new Council Member may be for a connected Member or a Coworker Member or an unconnected Member. The vacancy identified will need to take this into account. Where the vacancy is for a connected Member or coworker member proposals may be invited from either stakeholder group.

1.5 Skills Audit

Boards operate most effectively when their members come with different skills, knowledge, backgrounds and experiences. This variety helps the board meet its many responsibilities and contributes to the dynamics and creative energy within the group.

Recruitment of new members presents an opportunity to identify and address gaps in representation and skills in your board's membership. You may need to consider whether your board has the skills and knowledge it needs to lead and direct the organisation towards its vision and aims over the next 3-5 years.

The skills audit has 3 stages:

1. Ask each of your current Council Members to rate the skills and qualities they have in different areas relevant to the work of the board as:
 - I Have NO Knowledge/ Experience/ Ability in this area
 - I Have SOME Knowledge/ Experience/ Ability in this area
 - I Have GOOD CURRENT HANDS-ON Experience / Knowledge/ Ability in this area
 - I Have EXPERT Experience / Knowledge/ Ability in this area
2. Ask each of the current Council Members to rate the importance of each area as **Essential**, **Desirable** or **Beneficial** for the organisation
3. Ask each of the current Council Members to review whether the existing cover in this area from within the existing ranks of Council Members is as **Adequate** or **Inadequate**
4. Ask each of the current Council Members to add any qualities, skills, and experience that you want your committee to have not already represented

The results of the audit should then be evaluated and presented to the Council of Camphill Communities of Ireland, as well as inform the Person Specification for any new members being recruited.

1.6 Review of Job Description & Person Specification, Application Form

The Nominations Committee shall review the Job Description prior to a recruitment drive and assess whether it is still adequate and covers all responsibilities. The Person Specification will be fine tuned to include the skills identified as lacking as part of the Skills Audit. If there are multiple vacancies the Person Specification will be tailored separately for each vacancy

1.7 Advertising and publicising Vacancies

An advert shall be drafted and all vacancies shall be advertised as broadly as possible. If relevant, declarations of interest and proposals shall be invited from the relevant stakeholder groups. Adverts may be placed on Boardmatch, Active Link, relevant websites, Newspapers, as well as by email circulation internally and on notice boards within the communities

1.8 Shortlisting

All declarations of interest, proposals and applications shall be shortlisted according to the Person Specification for each vacancy.

1.9 Informal Information Session

All shortlisted candidates shall be invited to an Informal Information Session, at which a presentation will be made to give people a background to Camphill Communities of Ireland and its strengths and challenges. Some stakeholders may be invited to participate.

1.10 Initial Selection and formal interview

The Nomination Committee will make an initial selection of suitable candidate(s) and invite those to a more formal two-way interview. This would be an opportunity to ask more difficult questions from both sides and ascertain whether the person is a good organisational fit for Camphill Communities of Ireland and brings relevant needed skills to the table. It also allows the person to decline the role if they feel that it is not a good match.

1.11 Nomination, co-opting and official joining at AGM

The nomination committee will, post interview, nominate suitable candidates to council for approval, if approved Nominees shall be co-opted until the next AGM, at which point they shall be formally appointed.

APPLICATION PACK FOR COUNCIL MEMBERS OF CAMPHILL COMMUNITIES OF IRELAND

1.12 Introduction

Camphill Communities of Ireland is part of an international movement working with people with intellectual disabilities and other kinds of special needs. We provide residential supports, supported living, housing, training and day placements for people with special needs in our Communities throughout Ireland. At the core of the community is the recognition of the dignity of people with mental disabilities, giving less importance to the material equivalent of the work that is done by those who care for them as part of the giving and sharing in communal life.

Camphill Communities of Ireland is a company limited by guarantee governed by its Memorandum and Articles of Association – Company Number 35672. It is registered with the Revenue Commissioners as a charity – CHY5861. Governance of Camphill Communities of Ireland is the responsibility of a voluntary board of directors which is called “The Council”. Each member of the Council is a Camphill Communities of Ireland company director.

The Council of Camphill Communities of Ireland (CCol) maintains an overview of the policy and strategic direction of the Charity. The Council takes on the ultimate legal and financial responsibility for all the activities of the CCol and must ensure compliance with Charity and Company Law, funders’ requirements and good practice standards. The skills and backgrounds of the Council members provide a range of competence and experience necessary to carry out these responsibilities effectively.

We are seeking to recruit new members to the Board of Camphill Communities of Ireland, to ensure that the organisation continues to grow and develop in effectiveness and sustainability.

All prospective new Board members must above all be committed to the purpose and ethos of Camphill Communities of Ireland, which is outlined in our Governing Documents as follows:

The Main Object for which the Charity is established is to make provision in accordance with the principles of the late Dr. Rudolph Steiner as carried out by the Camphill Movement under the direction of the late Dr. Karl König and his successors for persons (including children, young persons and adults) (the “Beneficiaries”) who through physical or mental disabilities, autism, social infirmity or otherwise, may be unable to find a place, temporarily or permanently in the social order so that such persons may be fit as far as possible for the discharge of private or public duties as citizens of the world.

ROLE DESCRIPTION

A Council Member (director), with the other Council Members of the company is responsible for the governance of the charity's business. They have statutory duties under Company Law and Insolvency legislation.

The Council Members act collectively and their duties are specifically set out in the Articles of Association and the Companies Acts. Council Members and, in turn, the Council (board) provide leadership of the charity. Acting collectively they must ensure the charity delivers what it was set up to achieve, upholds its values, remains solvent and is properly managed. A number of legal duties have evolved and are set out below

1.13 Term of Appointment

A Council Member can be appointed for a term of 3 years after which he will retire, though he can be re-appointed for a second term.

1.14 Remuneration

This is an unpaid voluntary role. Council Members are not entitled to profit from their position, although they are entitled to claim for reasonable out-of-pocket expenses.

1.15 Liability

Council Member's liability is limited to €1.27 by guarantee subject to company law.

1.16 Vision and leadership

All members of the Council shall

- Be committed to the vision, mission and values of Camphill.
- Provide strategic direction for the organisation, including agreeing and monitoring strategic plans.
- Delegate specific tasks to the Audit and Finance Working Group (a sub-committee of Council) and other CCoI sub-committees.
- Keep themselves informed of the activities of the organisation and the wider issues that affect its work.
- Ensure the work of the organisation is monitored and evaluated regularly.

1.17 Accountability

Council members will:

- Ensure the organisation complies with its Memorandum and Articles of Association.
- Ensure the organisation acts within the law, including charity and company law.
- Ensure the organisation is a responsible employer and adheres to all current legislation.
- Ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- Make known to the Council and the Chairman, any potential conflicts of interest in the performance of your duties as a Director.

1.18 Financial Oversight

Council members will:

- Understand the financial position of the organisation.

- Ensure the organisation's finances are properly managed.
- Ensure there are adequate financial resources for the organisation.
- Contribute to fundraising strategies.
- Ensure the organisation is properly insured against all reasonable liabilities.

1.19 Expected Commitment

Each Council member

- Is expected to understand their role and respect the unique relationship between the Council, its Chairperson and National Post Holders.
- Is expected to be objective, honest and able to deal with issues of a confidential nature.
- Is expected to attend, contribute to and engage effectively in all appropriate committee meetings concerned with the management of CCol.
- Is expected to use their specific skills, knowledge or experience to contribute to sound decision-making, in the best interests of CCol.
- Is obliged to ensure that the Chairman is fully informed of any development that may result in a direct conflict of interest with decisions being taken by Council.
- Is expected to treat matters within CCol as confidential and abide by corporate decisions of the Council, having had their opportunity to make their views known, and should not seek to undermine any decisions.
- Should have a willingness to devote the necessary time and effort to prepare for and attend Council meetings.
- Should have a willingness to attend occasional events, functions, and negotiations (if required) on behalf of CCol.

Each Board member should strive to have an awareness of the current issues and government policies relevant to the area of disabilities in Ireland and the Community & Voluntary sector.

1.20 Time Commitment Required

The role generally requires an estimated commitment of: 5 & 6 meetings per year. Meetings last on average 3.5 to 4 hours. Overall, an average estimated commitment of 4 hours per month is required.

Sub Committee's appointed by the Council will require some additional hours.

1.21 Conflicts of Interest

Council Members cannot profit from their position and must declare whether they have any potential conflict of interest which could affect their dealings with the Charity. See Camphill Communities of Ireland's Conflict of interest policy

1.22 Confidentiality

1.23 Eligibility criteria

In order to be considered for the role of Council Member, you must be aged 18 or older

However, the following exceptions apply:

- People who are the subject of an undischarged bankruptcy restrictions order or interim order.
- Anyone who has been dismissed from paid employment within the last 2 years due to misconduct (without being re-instated) where that dismissal has not been the subject of a finding of unfair dismissal by a tribunal or court.
- Those who have had an earlier term of appointment terminated will not be eligible to

rejoin the board without first acquiring approval from the current board to reapply.

- Anyone who is under a disqualification order under Company Law
- Anyone who has been removed from directorship of a charity within the last 5 years or is not currently eligible to be a trustee of a charity.
- Someone who has been or is convicted of a serious criminal offence (in particular any offence involving dishonesty or any other in relation to promotion, formation, management or liquidation of a company).
- Anyone whom the Council of CCoI has judged as failing to comply with the CCoI Code of Conduct and Conflict of Interests guidelines, unless this failure has been resolved to the Board's complete satisfaction.
- Anyone who is not capable of managing their own affairs.

1.24 Garda Vetting

The role is subject to Garda vetting

1.25 Details of any sub-committees of the board to which the person is expected to be appointed

- PIB/CoG (NB) – Programme implementation Board, to assist the Council through the development and implementation of necessary policies, procedures and guidance in compliance with current legislation, national standards and best practice. Dissolved in November 2015 and replaced with the Coordinating Group (CoG). The CoG, as agreed by Council, is to have responsibility for the co-ordination of overall day to day management within CCoI. The establishment of the CoG in turn introduces a new forum for executive decision making and authority.
- FWG – The Finance Working Group, is the monitoring and oversight group for all aspects of financial policy and procedure as well as monitoring budgets and assessing capital projects from communities on behalf of the Council.
- HWG – Housing Working Group, has overall responsibility in relation to policy around housing and advise the Council on housing strategies and procedures.
- HRWG Human Resource Working Group, develops policies, procedures, issues advise on HR and advises the Council on changes in legislation and best practice in all areas of Human Resources. The HRWG is assisted in its task by an external advisory organisation, Peninsula HRM.
- H&SWG – The Health and Safety Working Group, is a key advisor to the Council on all matters relating to H&S in Communities. The group also develops policies and procedures for Communities and frequently carries out Health & Safety audits on behalf of the Council. The F1&SWG are assisted by an external advisor, Jerry Buckley of Diamond Health & Safety.
- NCMT – National Case Management Team, is a small but dedicated group of internal knowledgeable people who work closely with the National Safeguarding Officer, Anne Finn, to investigate concerns and complaints which may be escalated to them from time-to-time regarding care and welfare issues. The group may also utilise additional resources from outside the Camphill organisation from time-to-time.
- LSAG – Leaving Support Advisory Group, deals with all aspects of Leaving Support applications from coworkers on behalf of the Council. Their recommendations, if above a set figure, are required to be approved by Council.

1.26 Training

All Council Members will be provided with an induction and ongoing training in order to fulfil their duties as a director.

PERSON SPECIFICATION

1.27 Qualities Skills and Knowledge Required

	Essential	Desirable	Beneficial	Special Skills required for THIS vacancy
Personal Qualities and Skills .				
Integrity & highest ethical standards of probity, personal and corporate conduct	✓			
An interest in & commitment to the Charity	✓			
A Strong Strategic Vision		✓		
Ability to think strategically	✓			
Ability to listen sensitively to the views of others, inside and outside the board	✓			
Ability & Willingness to question intelligently, debate constructively, speak your mind and challenge	✓ ✓			
Good independent judgement, ability to have perspective & to decide dispassionately				
Ability to work in partnership and as a team	✓			
Good Confidentiality	✓			
Skills/ Knowledge / Experience e.g.				
Knowledge of the Camphill Movement & its Ethos		✓		
Community Development		✓		
Disability & Mental Health		✓		
Social Care/ Health Care		✓		
Governance		✓		
Human resources		✓		
Volunteer Management & Support		✓		
Legal (charity, company, Employment, H&S)		✓		
General Management		✓		
Financial Management / charity accounting		✓		
Organisational Development incl. Change Management		✓		
Quality, Monitoring and Evaluation		✓		
Strategic planning		✓		
Dealing with Statutory Agencies		✓		
Organisational experience e.g.				
Previous Experience as Director on other boards		✓		
Experience in Business		✓		
Experience in Government or Public Sector		✓		
Experience in Voluntary Sector		✓		
Experience in Leadership		✓		
Committee Skills				
Minute taking			✓	
Experience of being a Chair			✓	
Experience of being a Secretary			✓	
Experience of being a Treasurer			✓	
Other relevant Characteristics e.g.				
Delivering Training/ Training provision			✓	
Campaigning /Fundraising (all sources)			✓	
Grants / Funding Applications			✓	
Public relations/ Media Marketing/ Events			✓	
Housing / Planning			✓	
Information Technology			✓	
Networking/ Alliances/ Partnerships & Public Speaking			✓	

CHECK LIST FOR PROSPECTIVE NEW COUNCIL MEMBERS

Should you join the board of directors you will be expected ...

- to be over 18 years of age and an eligible person. You may be required to complete a declaration that you are not barred from acting as a director
- to understand the role of the board and its day to day executive bodies . The board has and must accept ultimate responsibility for directing the affairs of the Charity ensuring it is solvent, well-run and delivering the outcome for which it has been set up
- to have read the Charity's Articles and Memorandum of Association and to have learned its purpose and administrative procedures with the intention of upholding and promoting them-
- to have gained a reasonable grasp of the foundation and history of the Charity and the rationale to its ethos and core values
- accept the legal duties and responsibilities that being a non-executive director of a charity brings
- to be available to attend board meetings probably 10 times a year and willing to furnish an explanation if unable to attend
- to be actively interested in the charity
- to have met with your fellow directors and to have taken the initiative to obtain full detail of the Charity's property, investments and income and to have read recent accounts and minutes of meetings to learn the Charity's finances and policies and carried out a due diligence check
- to ensure you do not represent the interests of any outside organisation or your own personal interests
- to be prepared to act with integrity. It is advisable that you seek a declaration from the management of the company or your fellow directors that all company secretarial requirements are met before joining the board.
- to know that you will not receive remuneration from your position as non-executive director but you will be entitled to claim for all relevant expenses
- to be aware you cannot profit from your position. Any outside interests must be declared

Once on board you will be expected ...

- to uphold and promote the core values of the Charity for which the Company has been established
- to be aware of the specific duties and obligations owed by a director to a company
- to promote and encourage smooth and constructive working relationships between the Board and its executive bodies both salaried and voluntary.
- to act with integrity
- to recognise and appreciate value of local Camphill Community autonomy in achieving the Companies aims.
- to ensure company secretarial requirements of the Companies Acts are carried out in a thorough fashion
- to be commercially and financially astute
- to be a collaborative team player
- to proactively contribute
- to be enthusiastic
- to have an ability to think strategically and plan creatively
- to resolve to set high standards and share responsibility for the results with your fellow directors
- to be mutually respectful and tolerant towards fellow directors
- to have a sense of humour

Your role, along with the other directors of the board is to ensure the company runs smoothly and that you follow all your duties as a director. Expertise in company law is not required. Your role is to bring efficiency, independence and clarity of thought as well as professional expertise to bear on the Board of the Charity.

1.28 Questions to ask:

Best practice recommends potential directors considering joining any Board of Directors should carry out a due diligence on the state of the Company's affairs.

- What is the company's current financial position and what is its track record for the past three years? What funding, if any, does the company receive from the State or other sources?
- If the company is not performing well, do I have the time, desire and capability to make a positive impact?
- Is the charity achieving its aims?
- Who are the current directors?
- What is their background and how long have they served on the board?
- What is the size and structure of the board?
- Are there any sub committees?
- Who is the CEO and what type of relationship does the CEO have with the board?
- Is there any litigation present or pending against the company?
- Is the internal regulation of the company sound?

Your role, along with the other directors of the board is to ensure the company runs smoothly and that you follow all your duties as a director. Expertise in company law is not required. Your role is to bring efficiency, independence and clarity of thought as well as professional expertise to bear on the Board to promote and uphold the main objects of the Charity.

and clarity of thought as well as professional expertise to bear on the Board of the charity.

APPLICATION FORM

COUNCIL MEMBER OF

CAMPHILL COMMUNITIES OF IRELAND

Please take time to read the role descriptions, person specification and other information provided.

Surname	
First name	
Year of Birth	
Address	
Contact phone	
Email	

Council Member of Camphill Communities of Ireland

Please confirm the following before proceeding with your application:

- I am over 18 years of age.
- I have not been declared bankrupt within the last twelve months
- I have not been previously removed from directorship of a company or charity by the Company Office Charity Commission for, or the Courts, on the grounds of misconduct or mismanagement
- I have not been convicted of an offence involving deception or dishonesty (unless conviction is spent)
- I have not had any conviction disciplinary action or regulatory exclusion due to concerns in the area of Safeguarding Vulnerable Adults and Children
- I do not have any conflict of interest with Camphill Communities of Ireland, either in person or through family or business connection, except those which I will formally notify Camphill Communities of Ireland of in a conflict of interest statement.

SECTION 1: BACKGROUND

1.1 Employment History: Please set out your employment experience over the past 10 years, giving details of dates, your employer and a brief outline of your role and responsibilities. Note: If paid work experience is not relevant then please tell us about any volunteer roles.

1.2 Knowledge and experience of the voluntary and community sector:

Please provide information with dates of any previous/current experience of involvement with voluntary, community and social enterprise organisations

SECTION 2: DIRECTOR ROLE

Please provide information, giving clear examples, how you consider your knowledge and experience would contribute to meeting each of the following requirements relevant to the role of a Director of the Camphill Communities of Ireland board.

2.1. Good leadership skills and a track record of having operated at a strategic level

2.2. Knowledge & experience of strategy development and implementation

2.3. Experience of involvement as a Director at a Board level of a public, voluntary, community or social enterprise organisation incl. Experience in Minute taking or being a Chair, Secretary or Treasurer

2.4. Good communication and interpersonal skills - Ability to listen sensitively to the views of others, inside and outside the board - Ability & Willingness to question intelligently, debate constructively, speak your mind and challenge - Good independent judgment, ability to have perspective & to decide dispassionately

SECTION 3: Special Experience

If you have any specific Knowledge or experience of the Camphill Movement & its Ethos, the field of Disability & Mental Health or Social Care/ Health Care please elaborate and give examples:

If you have any specific skills or experience in the Voluntary Sector, Business, Government or the Public Sector please elaborate and give examples:

If you have any experience in General Management, Human resources, Volunteer Management & Support, Legal Skills (charity, company, Employment, H&S), Skills in Financial Management / Charity accounting, Organisational Development incl. Change Management, Quality Systems, Monitoring and Evaluation please elaborate and give examples:

Other personal Skills :

- Delivering Training/ Training provision
- Campaigning /Fundraising (all sources)
- Grants / Funding Applications
- Public relations/ Media Marketing/ Events
- Housing / Planning
- Information Technology
- Networking/ Alliances/ Partnerships & Public Speaking

Please note if you are selected for interview you will be required to provide two referees who can provide us with character references for you and undergo Garda Vetting.

I confirm that the information contained in this application is correct.

Signature:

Date: _____

Once completed please return this form to:

The National Governance Coordinator
National Office of Camphill Communities of Ireland
Dunshane Camphill Community
Brannockstown, Near Naas
Co. Kildare

nationaloffice@camphill.ie