

## Form for Nominations to the Board of NALA

This year the following vacancies occur on the Board:

- **Officer – Vice-Chairperson (Purple Form)**
- **Officer – Honorary Treasurer (Orange form)**
- **2 Director positions (Green form)**

## Information about involvement in NALA's Board

### What is the role of the Board?

- Further the aim and objectives of NALA as outlined in [NALA's Constitution](#).
- Make sure decisions taken at meetings are implemented.
- Oversee the smooth running of NALA including its activities, its finances and staffing.
- Oversee the development and implementation of NALA's Strategic Plan.
- Provide relevant advice to NALA's Management team.

### How much time is involved?

- **Board meetings:** About 30 hours in total during the year. This is to
  - attend no more than 6 meetings which are usually 2 ½ hours long. Two meetings take place in person and the remaining meetings take place on Zoom.
  - review the papers that are sent a week before a meeting.
- **Training:** About 3 hours for new Directors to attend an induction session and read the background material. Directors are also offered other training throughout the year. This is not required but you are encouraged to attend to provide you with additional information and skills to support your role.
- **Annual General Meeting (AGM):** About 3 hours once a year usually at the end of April or early May.
- **Subcommittees:** You are not required to join one of NALA's four subcommittees but encouraged to do so. If you do it would involve an additional 15 - 20 hours a year to attend the meetings and review the papers.
- **Events:** This can vary as NALA has about 30 in person and online events. You are not required to attend them but are welcome to do so. These events will keep you informed of NALA's and literacy activities around the country.

Board Directors and Officers are not involved in the day to day work of the Agency. Officers may be required to commit more time where required.

**Directors and Officers must have:**

- An interest in and or experience of adult literacy – as a learner, volunteer, practitioner and or manager.
- An interest in and or experience of organisations – administration, governance, staff, communications and financial management
- The time to give to prepare for and attend Board meetings.

**To make a nomination:**

- Enter the name(s) of those you wish to nominate on the attached form(s).
- If the person being nominated is not currently on NALA's Board, include a photograph, preferably a headshot, for each candidate nominated.
- Get another Member of NALA to second the nomination, by completing the lower half of the form.
- Return the form to NALA by the closing date.

**Deadline for Nominations to the Board**

The Nominations form must be received by NALA by the **13 April 2023**.

Any nomination forms received after **13 April 2023** will not be accepted.

Please return the form to NALA by:

- **email:** [membership@nala.ie](mailto:membership@nala.ie) or
- **post:** Freepost NALA, Sandford Lodge, Sandford Close, Ranelagh, Dublin 6, D06 YF65.

For any further information please contact:  
Michelle Reade, NALA Governance and Compliance Officer  
by email [membership@nala.ie](mailto:membership@nala.ie) or  
by phone 01-2551870

**Nominations for Officer Vice-Chairperson of NALA's Board of Directors**  
**42<sup>nd</sup> Annual General Meeting of NALA**  
**13 May 2023**

Please return this form to NALA by:

**email:** [membership@nala.ie](mailto:membership@nala.ie) or

**post:** Freepost NALA, Sandford Lodge, Sandford Close, Ranelagh, Dublin 6, D06 YF65.

<b>Closing Date:</b>	<b>13 April 2023</b>
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<b>Name of Candidate:</b>	
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<b>Address of Candidate:</b>	

<b>Proposed by:</b>	
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If you represent an organisational member of NALA, please provide the name of your organisation here:

<b>Seconded by:</b>	
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If you represent an organisational member of NALA, please provide the name of your organisation here:

**Nominations for Officer Honorary Treasurer of NALA's Board of Directors**  
**42<sup>nd</sup> Annual General Meeting of NALA**  
**13 May 2023**

Please return this form to NALA by:

**email:** [membership@nala.ie](mailto:membership@nala.ie) or

**post:** Freepost NALA, Sandford Lodge, Sandford Close, Ranelagh, Dublin 6,  
D06 YF65.

**Closing Date:** 13 April 2023

**Name of  
Candidate:**

**Address of  
Candidate:**

**Proposed by:**

If you represent an organisational member of NALA, please provide the name of your organisation here:

**Seconded by:**

If you represent an organisational member of NALA, please provide the name of your organisation here:

**Nominations for Director of NALA's Board of Directors**  
**42<sup>nd</sup> Annual General Meeting of NALA**  
**13 May 2023**

Please return this form to NALA by:

**email:** [membership@nala.ie](mailto:membership@nala.ie) or

**post:** Freepost NALA, Sandford Lodge, Sandford Close, Ranelagh, Dublin 6,  
D06 YF65.

**Closing Date:** **13 April 2023**

<b>Name and Address of Candidate</b>	<b>Proposed by:</b> (if you are an Organisational Member, please also provide your organisation's name)	<b>Seconded by:</b> (if you are an Organisational Member, please also provide your organisation's name)
1.		
2.		
3.		
4.		
5.		
6.		