

## Nominations to the Board of NALA

This year the following vacancies occur on the Board:

- **1 Officer Position – Chairperson (Purple Form)**
- **9 Director positions - (Blue form)**

Forms are available on the NALA website at [nala.ie/agm-2024](http://nala.ie/agm-2024)

## 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](#), available online at [nala.ie/nala-constitution](http://nala.ie/nala-constitution)
- Make sure that NALA is following all the relevant laws and regulations.
- Make sure decisions taken at meetings are acted upon.
- Oversee the running of NALA including its activities, its finances and staffing.
- Oversee the implementation of NALA's Strategic Plan.
- Provide advice to NALA's Management team.

### How much time is involved?

- **Board meetings:** About **40 hours** to attend between 5 and 7 Board Meetings each year. You also need to read and review the documentation that is sent to Directors before the meetings. The meetings last about 2 ½ to 3 hours.
- **Training:** About **3 hours** to attend an induction session for new Directors and read the background material. Directors are also offered other training throughout the year to provide you with additional information and skills to support your role.

- **Annual General Meeting (AGM):** About **4 hours** once a year usually at the end of April or early May.
- **Subcommittees:** About **20 hours**. Directors are **not required** to join one of NALA's subcommittees but encouraged to do so.
- **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.
- The **Chairperson** will be required to commit **more time**.

## What are the requirements to be on the Board?

Directors and Officers must have

- the time to give to prepare for and attend Board meetings.
- an interest in and or experience of adult literacy – as a learner, volunteer, practitioner and or manager.
- experience of or an interest in and willingness to learn about administration, governance, staff, communications and or financial management of an organisation.

Directors and Officers (Chairperson, Vice-chairperson, Honorary Treasurer and Secretary) are not involved in NALA's day to day work.

## How do I make a nomination?

- Enter the name(s) of those you wish to nominate on the attached form(s).
- If you want to make more than one nomination please send a separate form for each nomination.
- If the person or people being nominated are 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.
- If you wish to join the Board yourself you must arrange for 2 Members of NALA to nominate you and second the nomination as outlined above.
- Return the form to NALA by the 26 April 2024 closing date.

## Returning the Nomination Forms

- The Nominations form must be received by NALA by **26 April 2024**.
- Any nomination forms received after 26 April 2024 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 087 291 6383