



National Adult Literacy Agency

Áisíneacht Náisiúnta Litearthachta do Aosaigh

## Information on nominations to the National Adult Literacy Agency (NALA) Board

This year the following vacancies occur on the Board:

- **2 Director positions** - Please nominate using the **Green Nomination form** available at [nala.ie/agm-2025](http://nala.ie/agm-2025)

## 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 that NALA follows all the relevant laws, regulations and the terms of NALA's Constitution.
- 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.
- Act with care and skill, and always in the best interests of NALA.

### How much time is involved each year?

- **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 3 hours.
- **Training:** About **3 hours** to attend an induction session for new Directors and read the background material. Directors are 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.
- **Other Matters:** you may be required to be available at short notice to provide information of sign important documents.
- **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** is 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.
- Be available and contactable to provide information, sign forms or discuss critical matters.
- Have an interest in and or experience of adult literacy – as a learner, volunteer, practitioner and or manager.
- Have 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 **Green Nomination form** available at [nala.ie/agm-2025](http://nala.ie/agm-2025)
- If you want to make more than one nomination, please send a separate form for each nomination.
- If possible, 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.
- If you need help to find another member to support your nomination, let us know.
- Return the form to NALA by the **18 April 2025** closing date.

### **Returning the Nomination Form**

- The Nominations form must be received by NALA by **18 April 2025**.
- Nomination forms received after 18 April 2025 will not be accepted.
- Please return the form to NALA by:
  - Email: **membership@nala.ie** or
  - Post: Freepost  
NALA  
Sandford Lodge  
Sandford Close  
Ranelagh  
Dublin 6  
D06 YF65

### **Further information**

#### **For any further information please contact:**

Michelle Reade, NALA Governance and Compliance Officer:

- by email **membership@nala.ie** or
- by phone 087 291 6383