

Information for Nominations to the Board of NALA

This year the following vacancies occur on the Board:

- **Officer - Chairperson - Blue Chairperson Nomination form**
- **Officer - Vice-Chairperson - Purple Vice-Chairperson Nomination Form**
- **Officer - Honorary Treasurer - Red Honorary Treasurer Nomination form**
- **Officer - 2 Director positions - Green Director Nomination form**

Information about involvement in NALA's Board

What is the role of the Board?

- To further the aims and objectives 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** a year, usually in the month of either April or May.
- **Other Matters:** you may be required to be available at short notice to provide information or 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 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 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 – such 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. Please contact Fiona McGowan if you would like additional information on the Director and Officer positions.

How do I make a nomination?

- Enter the name(s) of those you wish to nominate on the correct form available at nala.ie/agm-2026
- 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 20 April 2026 closing date.

Returning the Nomination Form

- The Nominations form must be received by NALA by **20 April 2026**. Nomination forms received after 20 April 2026 will not be accepted.
- Please return the form to NALA by:
 - **Email:** fmcgowan@nala.ie or
 - **Post:** Freepost NALA,
Sandford Lodge,
Sandford Close,
Ranelagh,
Dublin 6,
D06 YF65.

Further information

Please contact Fiona McGowan, NALA Governance and Compliance Officer, by email fmcgowan@nala.ie or by phone **01 255 1870**.