



35 Exchequer Street, Dublin 2

www.boardmatch.ie

HR Role Spec Template

The Organisation:

[Short piece of information about the organisation]

The Role:

[Insert as much information about the role and what a potential candidate will need to know]

[Organisation name] are seeking a trustee with a HR background. If you have experience in this area and want to play a role in helping [Organisation name] we're keen to hear from you.

General Trustee duties of a Charity Trustee

- Comply with the Charity's governing document
- Ensuring charity is complying with its charitable purpose for the public benefit
- Acting in the best interest of the charity
- Act with Reasonable Care and Skill
- Manage the assets of your charity

HR Trustee Responsibilities will include the following:

Option 1: Inputting to the strategic direction, contributing with insight, oversight and experience of strategy formulation in other sectors.

Option 2: Input on all aspects pertaining to HR and employment

Option 3: Assist with the creation of a HR strategy that will include an Employee Handbook for the organisation which will comply with current legislation and practice

Board Meetings:

There will be [number] board meetings and [number] sub-committee meetings a year. Meetings are held in [venue, area].

Registered Charity: RCN20058968

A Company Limited by Guarantee Registered No. 400151