MLD IRELAND BOARD OF DIRECTORS

Manual Lymph Drainage Ireland

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Contents

mld ireland board of directors 1

mld ireland board code of conduct 1

mld IRELAND BOARD STRUCTURE CHART 1

mld IRELAND BOARD ELECTION PROCESS 1

mld IRELAND BOARD ROLES: 1

Director of Education and training 1

Skills necessary for this Position 1

Reason for this Position 2

Priorities for this Position 3

director of communication

Skills necessary for this Position

Reason for this Position

Priorities for this Position

director of finance

Skills necessary for this Position

Reason for this Position

Priorities for this Position

director of administration

Skills necessary for this Position

Reason for this Position

Priorities for this Position

chairperson/managing director

Skills necessary for this Position

Reason for this Position

Priorities for this Position

Membership position (possible position, to be discussed)

Skills necessary for this Position

Reason for this Position

Priorities for this Position

**MLD Ireland Board**

Board members have ultimate responsibility for directing the activity of MLD Ireland ltd, ensuring it is well run and delivering the outcomes for which it has been set up.

The Board provides leadership to the organisation by:

* Setting the strategic direction to guide and direct the activities of MLD Ireland
* Ensuring the effective management of the organisation and its activities
* Monitoring the activities of the organisation to ensure they are in keeping with the founding principles, objects and values.

Their role is about doing and ensuring things are done.

It is imperative that all Board members are familiar with

* MLD Ireland’s problem tree and objective tree. Through their creation we set our direction: Vision/ Mission / and ultimately our 5 year plan.
* Memoradum&Articles to ensure legality of all actions

Board members should demonstrate:

selflessness, integrity, objectivity, accountability, openness, honesty and leadership (known as The Nolan Principles).

**Overview of the collective responsibilities**

[**Vision and Leadership**](http://www.diycommitteeguide.org/code/principle/leadership)

The Board ensures that everything the organisation does supports its vision, purpose and aims. All board members are individually committing to:

• upholding the values and objectives of the organisation

• giving adequate time and energy to the duties of being a trustee

• acting with integrity and avoiding or declaring personal conflicts of interest.

[**Accountability**](http://www.diycommitteeguide.org/code/principle/openness-and-accountability)

The Board must account for everything the organisation does, including its spending and activities. The Management Committee is accountable to the membership of the organisation and other key stakeholders such as funders and donors. The Management Committee monitors and evaluates all areas of the organisation's performance.

[**Keeping it Legal**](http://www.diycommitteeguide.org/code/principle/compliance)

The Board ensures compliance with all relevant legal and regulatory requirements and seeks guidance around any uncertainties. Everything the Board and the organisation do must also be in line with our memorandum and articles

[**Financial Oversight**](http://www.diycommitteeguide.org/code/principle/financial-oversight)

The Board ensures that all money, property and resources are properly used, managed and accounted for. In order to be accountable, suitable systems must be in place and kept up to date.

[**Managing Staff and Volunteers**](http://www.diycommitteeguide.org/code/principle/managing-staff-and-volunteers)

In the organisation the Board is essentially the employer. They must ensure that appropriate policies and procedures are in place for staff and for volunteers, and that both are properly managed and supported. The board, usually represented by the Chairperson, also directly line manage the most senior staff member.

**Code of Conduct**

**We work as a team for the best of MLD IRELAND, not for our personal benefits**

Our agreed values are:

* To be Solution Focused and Open to change
* To be Respectful and Polite
* To be Clear in our Communication
* To have Focused Discussions with Active Listening and Positive Constructive Feedback
* To insist upon Open and Honest Dialogue
* Diversity is Enriching

We will strive to always act and communicate in this manner, inform each other when bogged down and call for a breathing break when situations get difficult.

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**Board Election Process**

This document describes the formal process of nomination and election of members on the MLD Ireland Board. Please visit the membership area on our website for more information about Board’s work, specific Positions and the legal responsibilities, which you find in the M&A’s

**1 . Nomination of board**

* The nomination period shall run for 4 weeks
* A call for nominations and expressions of interest will be emailed to  all members. This call will be send 2 times, once at the opening of the nomination period, and a second "final call" for nominations two days before the period closes
* Any paid up member is eligible for nomination/expression of interest
* Any paid up member may nominate any number of members
* The number of Board members, at the time of election, will be clearly shown on the nomination form
* Nominations should happen on the form included in the call for  nomination and nomination forms should be emailed to the given email address
* nomination forms should be emailed in the given time frame

**2.Election of Board**

• All nominations received in the given time frame will be sorted.

* all nominees will be contacted
* if in agreement with nomination, the nominee will be enlisted on a ballot paper
* if there is only one nominee for a certain position this person will be announced elected and no further election is needed
* A ballot paper will be prepared for each Board position with two or more nominees

A short profile (100 words) of each candidate will also be collected and made available in the membership area on out website. This page will be updated frequently throughout the period.

**3.Voting**

* All Ballot papers will be posted included with the official invitation to the AGM
* The voting period shall run for 21 days
* Voting will be done:

◦ at the AGM

▪ in person

▪ per proxy

 ◦ or prior to the AGM with a postal vote

* all postal votes and proxy declarations have to be received latest on the friday prior to the AGM
* all proxies and postal votes will be brought **unopened** to the AGM and handed to the election committee
* an election committee (3 people) will be nominated at the AGM
  + they set up and administer the technical implementation side of the voting itself,
  + they open the proxies and advice chosen representatives
  + they open and include the postal votes

**4. Counting**

* will be done for each position separate
* the person with the highest number of votes will be elected
* in case of a draw
  + a second round will be run
  + in case of a second draw the names will be pulled out of a hat by a member of the election committee

**5. Results**

* The election committee will announce the results
* results will be published on our website
* results will be reported in our minutes

Voting data will never be made public, though it will be collected and kept in case an audit of results is ever required.

**Board Roles:**

**Director of Education & Training**

**Skills necessary for position**

* Thoroughness
* Good communication
* Computer literacy
* Good knowledge and experience of:
  + teaching
  + design of training (e.g. train the trainers fetac)
  + MLD as treatment

**Reason for this position**

* Improved knowledge amongst medical professionals and NGO’s as to the needs for and benefits of MLD treatment
* Improved knowledge amongst medical professionals and NGO’s about the standards of MLD training
* Information material is available
* Practical experience in MLD can be accredited for Therapists
* Irish Therapists have good access to MLD Training and have opportunities to practice

**Priorities for this position**

* **Raising awareness of MLD as treatment** 
  + Design and organize training days for Nurses /GP’s/ patients/ NGO’s etc.
  + Identify, design and produce targeted MLD information material.
    - medical professionals
    - clients
* **Keeping up high standards of MLD Ireland members**
  + To maintain and build up confidence in all areas of the Therapy.
    - Design, Organize and provide specific accredited programs (placement - Mentoring, shadowing, work experience)
    - Make templates for Client history and Limb volume measurement available and its use compulsory
* **Involvement in planning and policy making** 
  + To oversee Training & Development policies and to recognise and develop training strategies for MLD Ireland members
  + To represent MLD Ireland Limited at training and education events
  + Identify key personnel, establish contact data and ensure permission to enter our key personnel database.

**Director of Communication**

**Skills necessary for position**

* jounalistic/creative
* good computer skills/power point
* public speaking
* good english
* good presentation
* personable

**Reason for this position**

* People have access to quality information about LE and MLD Treatment
* Improved public knowledge of LE and the benefits of MLD Treatment
* People with LE and other lymphatic-related disorders, value and seek MLD treatment
* Improved public knowledge of the benefits of MLD Treatment for other lymphatic- related disorders
* improved networking and colaboration between organisations concerned with LE and MLD treatment
* Increase in education and awareness raising activities in Ireland focused on needs for and benefits of MLD as a treatment for LE and other lymphatic-related disorders

**Priorities for this position**

* **Communication externally**
  + **Press**
    - Identify relevant newsletters magazine i.e. Health supplements, online newsletter.
    - Seek opportunities to write articles and secure publications
  + **Secure links to relevant websites**
  + **Collaboration with NGO’s** 
    - Identify our target groups, people who need or might need MLD treatment**.**
    - Channel information through NGO’s to target groups
  + **Networking/collaborate with relevant groups**
    - To establish an Irish network of advocacy. e.g. Irish cancer society, Lymphoedema Ireland, Marie Keating’s. etc.
  + **Arrange dates for formal meetings /presentations/talks.**
  + **Facebook**
* **Representation of MLD Ireland at specific** **annual** **events** 
  + **International Lymphoedema awareness day/week.**
    - organize and oversee MLD Ireland’s part
  + **Cancer survivor conference Dublin**
  + **Seek opportunities to participate actively at conferences.**
  + **Involvement in the development of information material and communication strategies**
  + **Identify or design & produce specific information material targeted to**
    - medical professionals
    - patients/public
  + **Design and produce promotional material about MLD Ireland** (posters, DVD, reports) targeted to secure funding /advertisement etc.
  + **Identify key personnel**, establish contact data and ensure permission to enter our key personnel database**.**

**Director of Finance**

**Skills necessary for position**

* likes figures
* experience in working with figures
* organised
* dilligent
* computer literate
* proficient in Microsoft Excel software

**Reason for this position**

To establish and maintain a resourced background for MLD Ireland to ensure our focus can be set on the promotion and delivery of quality MLD Treatment in Ireland

**Priorities for this Position**

* **To obtain a safe and economic financial background** 
  + - * **Maintain an income and expenditure file** 
        + Every transaction recorded in detail.
        + Back up all files on a monthly basis to an external memory device.
        + Lodgements and payments should be made through the Treasurer.
        + Responsible for the collection of all dues.
      * **Present financial statements at all meetings**.
      * **Draw up estimated budget for the year**.
        + Determine the income and expenditure
        + Decide the amount of subscriptions and sponsorship needed.
      * **Submit the budget for approval of Chair and Executive**.
        + Calculate planned projects
        + Pro and cons from financial aspect
      * **Review budget with Executive Committee at least twice a year**
      * **Submit audited accounts to the A.G.M.**
        + Submit all books to the auditors.
      * **examine the company insurance needs** 
        + Legal responsibilities
        + Packages available
        + Keep the Executive up-dated on it.
* **Involvement in the development of additional financial income sources**
  + - * **Identify a mix of income stream** (members’ fees; service charges (Website); funding from the state; project funding from philanthropic, corporate and statutory sources)
      * **Fundraising**
        + Contact for donors
        + Identify, initiate and oversee fundraising projects
      * **Identify areas of flexibility and a portfolio of projects for additional work when funding becomes available.**

**Director of Administration**

**Skills necessary for position**

* Good knowledge and experience of :
  + microsoft word/excel/publisher/powerpoint/internet
  + website CMS program (Content Management System)
  + email/wordpress
* Organisational skills
* Sufficient abilities in filing figures
* Sufficient abilities in the filing process
* Good english
* An enthusiasm for writing

**Reason for this position**

To deliver on our objectives, MLD Ireland Limited needs to develop and maintain its own capacity. Only by operating to the highest standards of effectiveness and efficiency will MLD Ireland Limited achieve this. The foundation of all of our work is a functioning and resourced organization that can focus on the promotion and delivery of quality MLD Treatment in Ireland.

**Priorities for this position**

* **Secretarial**
  + Taking minutes at all meetings, writing minutes – in close connection with the chair.
  + Sending invitations to meetings, writing agendas with the Chair.
  + Correspondence contact
    - email for the company
    - info@www.mldireland
    - present all correspondence at every board meeting
  + Know the Memorandums and Articles of MLD Ireland Limited and make sure all work is done in accordance to it.
* **Filing** 
  + The Admin Director has overall responsibility of the filing
  + All filing is done in accordance with the filing procedure including
    - All communication work: minutes of all meetings / members and committee/ committee meetings with external people, working groups etc.
  + Liaison between the Admin Director and the File Manager
    - - She/he makes sure that the file manager receives all the files 1x month.
* **CMS work**
  + **Member list CMS work**
    - Renewable, Insurance, First aid, Reviews, Membership
    - Technical support
  + **Registration of new members** useprocedure
  + **Install new databases** &
    - collect data of identified key personnel i.e. Press, HSE, GP’s, Nurses, NGO’s
    - garment companies
    - ensure permission of same for entrance in our database
* **Website text design and update**
  + Finance
    - website advertisement
    - training schools
  + Communication /Training/ Awareness
    - new articles
    - training info
  + Membership area
    - update information
* **Facebook**

**Chairperson/Managing Director**

**Skills necessary for position**

* Leadership
* Communication
* Knowledge of Committee work
* Knowledge of Training/Finance
* Updating own knowledge
* Openness for contact
* Teamwork
* Organisational
* Personability
* People skills
* Enthusiasm

**Reason for this position**

To ensure the smooth and effective run of MLD Ireland as a company, that everything MLD Ireland does or is involved in supports its vision, purpose and aims and implementations are a

**Priorities for this Position**

* **vision and leadership**
  + support Directors in their work / activities / planning
  + Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
  + Foster effective team work between the Board members and between the Board members and staff/volunteers
  + In addition to the Chair of the Board, act as a spokesperson
  + Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
  + initiate and participate in regular reviews of the vision and strategic plan to guide the organization
* **Representation of MLD Ireland** 
  + Networking
    - HSE/NCCP / Health Department
    - NGO’s concerned with LE or other lymph related disorders
  + Conferences/ Partners/ etc.
* **Program planning and management**
  + Oversee the planning, implementation and evaluation of MLD Ireland’s work
  + Ensure that activities organized by MLD Ireland contribute to its mission and reflect the priorities of the Board
  + Monitor the day-to-day delivery of the services to maintain or improve quality
  + Oversee the planning, implementation and evaluation of special projects
* **Operational planning and management**
  + Draft policies for the approval of the Board and prepare procedures to implement the organizational policies;
  + review existing policies on an annual basis and recommend changes to the Board as appropriate
  + Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
  + Provide support to the Board by preparing meeting agenda and supporting materials
  + Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of MLD Ireland
  + Ensure that expectations of members , Board and Funders are met
  + Oversee the efficient and effective day-to-day operation
* **Human resources planning and management**
  + Determine staffing requirements for organizational management and program delivery
  + Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all board/ staff/volunteers
  + Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
  + Recruit, interview and select staff that have the right technical and personal abilities to help further MLD Ireland’s mission
  + Ensure that all staff receives an introduction to MLD Ireland and that appropriate training is provided
* **Risk management**
  + Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
  + Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
  + Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

**Membership Position (possible postition, to be discussed)**

**Skills necessary for position**

* Good knowledge of MLD
* Good communication
* Computer literacy

**Reason for this position**

To encourage networking between members.

Support members in their business.

**Priorities for this Position**

* **to be** 
  + **second person for the new mebership procedure ( +**Admin Director**)**
    - all correspondence / phone calls agreements filed
  + **second person for the renewal procedure ( +**Admin Director**)**
    - problem cases all filed as telephon report
  + **the contact for all members in everyday problems with their work** 
    - named as everyday contact in welcome letter from admin
* **Communication internally** (+ Communication director)
  + **website membership area** 
    - up date
    - new articles
  + **Peer support**
  + **face book forum**
    - regularly visit the facebook forum
  + **Newsletter**
  + initiate and oversee the production of an regular Newsletter
* **Membership programs** (+Education Director)
  + mentoring
  + interim ships
  + CDP points