



SOCIAL CARE IRELAND

**Social Care Ireland
AGM Report
Role: Chair**

Date of AGM _____

Job Description & Tasks

- Chair meetings of the Board of Directors, Council and the Association’s AGM.
- Set agenda in advance of Board Meetings in consultation with the Secretary
- Ensure that probity of the Association is maintained and that all actions and decisions taken are not in conflict with the stated aims and purposes of the Association
- In consultation and collaboration with the Board of Directors shall ensure that all agreed decisions are implemented.
- In consultation and collaboration with the Board of Directors take the lead role in the line management of employees of the Association.
- In consultation and collaboration with the Board shall ensure that all the required human resource policies and procedures are followed with regard to paid employees.
- To be the figurehead for the Association with regard to meetings with Government Ministers, Senior Management within the HSE and other national organisations.
- In consultation and collaboration with the Treasurer, shall ensure proper financial governance of the Association’s funds, financial records and ensure that the Association accounts are audited as required by legislation.

Action Taken Since Last Meeting:

Upcoming Priorities:



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Update on meetings attended:

NB: Your report must be emailed to officesocialcareireland@gmail.com no later than 12pm on the Friday prior to the monthly board meeting.