



## Irish Centre for European Law

### Invitation for Applications

### Vacancy in the office of Secretary

#### **The Centre:**

The ICEL is a Centre within the School of Law of Trinity College Dublin, constituted as a company limited by guarantee and a registered charity.

It was founded in 1988 by Senator Mary Robinson SC as a membership-based association to further education and research in the law of the European Union and European human rights.

The Centre serves the legal professions, legal academics, law students, public institutions, the voluntary sector, businesses and the wider public.

The Centre organises conferences and seminars across the island of Ireland in various areas of EU law (in particular, environmental, public procurement, data protection, Brexit and competition law) and in fundamental rights. The Centre is also the Irish member of the European Law Association for Criminal Law and the Protection of the Financial Interests of the EU, which is run by the European Anti-Fraud Office (OLAF).

The Centre has annual revenues of €30k-€50k and 2 part-time members of staff based in Trinity.

After an internal review of its Constitution in light of the Charities Governance Code, the Centre is reorganising its governance structures, and a number of vacancies will arise in Autumn 2021.

#### **The Role:**

ICEL is seeking a company secretary following the retirement of its long-serving Secretary.

The Secretary provides comprehensive legal and administrative support and guidance to the Board of the Centre.

The Secretary is a volunteer member of the Board, and is Secretary of the Employment and Remuneration Committee and a member of the Nomination Committee.

The Secretary will be assisted by the Chief Executive Officer and the Administrator in carrying out her/his tasks.

## **Responsibilities will include the following:**

- Responsibility to ensure that the company, a charity, complies with all relevant statutory and regulatory requirements (other than those for which the Treasurer is responsible).
- Ensure compliance by the Centre with all governance obligations and practices, including those set out in its Memorandum and Articles of Association.
- Oversee administrative duties, such as drafting the Agenda of Board meetings and preparing and circulating the agenda and any other papers.
- Ensure the taking of Minutes at Board, Committee and General meetings and make sure these are kept in a Minutes Book and circulated to other members of the Board promptly after the meeting.
- Ensure all required records are maintained (including membership records).
- Act as Legal Counsel, assisting on legal aspects of the organisation and those pertaining to best practice in corporate and charitable governance, and advising the Officers and Board on all matters regarding such compliance.
- Follow up on decisions taken at meetings in consultation with the President.
- Contributing to the strategic direction of the Centre with insight, oversight and experience of strategy formulation gained in other sectors
- The Secretary will play a key role in development of the Centre's strategy, governance and activities, and will be committed to the charitable purposes of the Centre.

## **Desirable skills**

- A Qualified Solicitor, Barrister, Chartered Secretary or Chartered Director with at least 5 years' experience.
- Expertise in areas such as employment law would be an advantage.

## **General Trustee duties of a Charity Trustee**

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

## **Term**

The Secretary will be appointed for 3 years, with the possibility of renewal.

## **Board Meetings:**

There will be **4** scheduled board meetings and **2-4** scheduled committee meetings a year. Meetings are held in **Trinity College, Dublin** and may be held online.

## **Diversity**

The ICEL is committed to diversity in appointments to the Board and Committees, in terms of: gender; age; ethnicity; sexual orientation; the inclusion of members of the legal professions and those involved in legal education; geography in terms of residence or place of business on the island of Ireland (including both legal jurisdictions).

## **Application Deadline**

The Secretary will be appointed on and with effect from 28th October 2021, together with the new Board. Applications should be made to [icelnominations@gmail.com](mailto:icelnominations@gmail.com), should be received by 17<sup>th</sup> September 2021 and will be treated strictly in confidence.