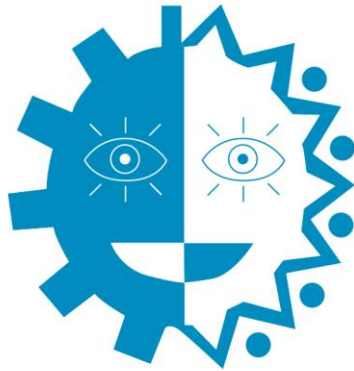


CDHN Information and Recruitment Pack for potential Board Members



**Community
Development
& Health Network**

September – October 2024

WELCOME

Dear Candidate

Voluntary Management Board

Thank you for your interest in joining the Community Development and Health Network's Management Board.

As we celebrate 30 years, it is an exciting time to contribute to the development of our strategic direction, and the ambition of the organisation to build on our successful collaborations to strengthen community development and partnership working in ending health inequalities.

We are seeking up to five positions from interested candidates with expertise in technology and digital transformation, communications, community development public health, and governance and risk management. We encourage expressions of interest from people with lived experience of health inequalities, who reflect the diversity of our communities today.

If you have a passion for community development and are committed to supporting communities improve health and wellbeing and tackle health inequalities, I invite you to read our background information on the role, responsibilities, and commitment of Board Members.

Please take a look at our materials and website to learn more about what we do, to help you decide if this the opportunity that you are looking for.

We look forward to hearing from you!

If you would like a confidential discussion about the role, please email our Director, Joanne Vance on joannevance@cdhn.org

Yours sincerely,

Sheelin McKeagney
Chairperson

About CDHN

Who we are?

CDHN is a regional infrastructure organisation working with local communities and across sectors to take action on the social determinants of health, improve health and wellbeing and reduce health inequalities. We work with communities to identify their own health & social needs and focus on those who experience the most disadvantage and social exclusion. With 30 years' experience and a cross sectoral membership of over 2400 individuals and 110 community and voluntary organisations, we have extensive reach across Northern Ireland.

What we do?

CDHN works to ensure that people and communities are at the heart of all systems and policies, to ensure that poverty and the root causes of poor health and health inequalities are communicated and understood. Our members are supported to recognise and utilise assets, and work collectively to take action to improve lives, and create a fair and equitable society.

We recognise, value and gather evidence to understand the social determinants of health and people's lived experiences. Together with our members we design, develop, deliver, facilitate and evaluate initiatives that improve health and address health inequalities.

We build connections and use our learning, knowledge, and experience to work communities and decision makers to develop solutions that create social change and influence policy and practice.

Vision

A fair and equal society where everyone experiences their best health and wellbeing.

Mission

Using community development to end health inequalities.

Values

CDHN is committed to our community development values in all aspects of its work:

- *Social justice*

We believe in a society based on fairness, where everyone is considered equal and our health is not determined by where we are born, live or work. We are committed to creating the conditions where people can take control of their own health and have a voice in decisions that affect their lives.

- *Equity and Diversity*

We celebrate diversity across the organisation and in the communities, we work with.

- *Integrity*

We are open, honest and accountable and build relationships based on trust and mutual respect.

- *Collaboration*

We work in partnership with members, communities and other organisations is the best way of ending health inequalities.

[Annual Report](#)
[CDHN Strategy](#)

CDHN Management Board

CDHN Board members are both trustees of our registered charity and Directors of our company limited by guarantee. As a member you will bring valuable leadership skills and a strong motivation and commitment to the success of the organisation.

Purpose:

Take collective responsibility to provide the overall governance and strategic leadership role in progressing CDHN's vision, mission and values; and to ensure it fulfils its financial and legal responsibilities and promotes best practice within our network.

Board Role and Responsibilities

- **Governance and accountability** - Share collective responsibility to ensure that the Board and Team meet the statutory requirements for the charity and company limited by guarantee
- **Performance Management** - Take an overview of the needs of the organisation and its relationship with other agencies and individuals. for the professional management of the Network.
- **Communication**- Familiarise themselves with the work of the organisation and its staff giving due regard to the appropriate channels of communication within the organisation. Help communicate and promote CDHN vision, mission and programmes to stakeholders and the community.
- **Confidentiality** - Must treat discussion within the Network as confidential and is expected to abide by the collective decisions made by the Committee.
- **Reliability** - Attendance and participation in meetings on a regular basis, and events when possible. Participation on committees of the Board as able and necessary. Should carry out any action they have agreed to within the agreed timescale.
- **Representation** – Act as an ambassador for the organisation, representing the Network at functions, conferences, negotiations, etc.
- **Financial** - Become familiar with CDHN finances, budget, and financial/resource needs.
- **Policies and procedures** - Understand and oversee the policies and procedures of CDHN.

Board Member Specification

Candidates will be able to demonstrate that they:

1. Understand the diverse needs of our members and stakeholders and promote the aims, principles and values of the organisation.
2. Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or board.
3. Use diplomatic skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
4. Strong teamwork and interpersonal skills, able to listen and work with others, offering guidance and support, but ready to participate in effective, evidence-based decision-making by the Board.
5. Understand the responsibilities of Company Directors and Charity Trustees, the importance of good governance, and agree to work in accordance with CDHN code(s) of practice agreed by the board.
6. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.
7. Show some financial acumen to help lead the Charity in a changing financial climate.

Meetings and time commitment:

Our Board has adopted a hybrid approach and are committed to using face to face and online meetings to enable full and broad participation from members across Northern Ireland.

- Board meetings take place 4-5 times per year, for approximately 2-3 Hours. Plus, 1 Strategic Planning Day per year.
- Sub-committee meetings 4 times per year.
- Board members will participate in operation planning with the staff team.
- Remote/virtual attendance at meetings will be facilitated as necessary.
- Board members will be invited to CDHN events, attendance is optional.
- Board term – 3 years up to a max of 9 years.

In return for your time:

- Opportunity to contribute to CDHN's purpose and vision.
- Opportunity to expand your professional network.
- Gain leadership experience.
- Develop new skills.
- Receive support and training.

Expenses – can be claimed for attendance at Board meetings and activities undertaken on behalf of the network.

Eligibility

Candidates must disclose any information about their personal or professional life, including removals from previous governance roles, current or previous membership of organisations, which may conflict with the aims, principles and values of the Community Development and Health Network. Candidates must also disclose if they have been convicted of a crime which debars them from acting as a company director, or if they are an undischarged bankrupt or disqualified to act as a company director. Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a Board Member. This will not necessarily result in an inability to serve the board.

How to apply?

To apply, please complete the Expression of Interest form detailing your suitability for this position.

Once we have received your form and your availability for a two-way discussion we will invite shortlisted candidates to meet with our panel. Meetings will take place via Zoom. Please let us know if you have any difficulty with the dates outlined in the recruitment timetable.

Important Dates

Deadline for expression of Interest	5pm on Tuesday 8th October 2024
Meet interview panel	14 th – 18 th October 2024
Start date/ First meeting	12 th November 2024 AGM
Board Induction	W/C 25 th November

Return your completed Expression of Interest Form to marionohare@cdhn.org by Tuesday 8th October before 5pm.

CDHN Principles of Good Governance

CDHN is committed to ensuring good governance.

The Management Board is responsible for good governance, but they rely on many different people to be able to govern well – staff and the Director in particular play a role in this process.

CDHN has identified six principles of Good Governance – below is a synopsis of the principles. They are included in full in the CDHN Board Induction Pack.

Principle 1: Management board leadership

Leadership is one of the key roles of the management board. Every voluntary and community organisation should be led and controlled by a management board which ensures delivery of its objects, sets its strategic direction and upholds its values.

Principle 2: The management board's responsibilities, legal requirements and obligations

The management board members are equally responsible in law for board actions and decisions. They are collectively responsible and accountable for ensuring that the organisation is performing well, is solvent and complies with all its obligations.

Principle 3: The effective management board

The management board should have clear responsibilities and functions and should organise itself to carry out these responsibilities effectively.

Principle 4: Performing, reviewing and renewing management board

The management board should periodically review its own and the organisation's effectiveness and take any necessary steps to ensure that both continue to work well and meet legal requirements.

Principle 5: Management board delegation

The management board should set out the functions of sub-committees, officers, staff and anyone performing duties on behalf of the management board in clear delegated authorities and should monitor their performance.

Principle 6: Management board integrity

The management /board should view maintaining the integrity and interest of the organisation as a primary overriding duty. They should act reasonably at all times in the interests of the organisation and of its present and future beneficiaries, users and/or members. All individual management board members should act according to high ethical standards and ensure that conflicts of interest are properly dealt with.