

RECRUITMENT PACK

BOARD SECRETARY



The
Parent
Rooms

CONTENTS

1. WHO WE ARE

2. OUR HISTORY

3. WHAT WE DO

4. HOW DOES IT WORK?

5. REFERRAL GUIDELINES

6. LINKS

LETTER FROM THE CHAIR

Dear potential trustee,

Thank you for your interest in joining the Board of The Parent Rooms.

The Parent Rooms is a growing, dynamic, and passionate organisation that supports parents during some of their most difficult experiences with mental and emotional wellbeing. From humble beginnings as a group of parents seeking support for one another, our charity has grown rapidly in the past year and we are in the process of creating something truly magical.

Due to the challenges we've all experienced in recent years, the demand for our services continues to rise and we are now looking for passionate and skilled trustees to join our Board and help us reach our vision.

Our Board is made up of volunteers who give their time, skills, and perspectives to oversee and guide The Parent Rooms. They help to develop and achieve our vision and strategy in the spirit of our values, as well as within charitable law and guidelines

We will have five vacancies on our Board this year as we seek to fill a number of gaps in our expertise, skills, and experience and help to propel our organisation into its next phase of development. We want to ensure we have the diversity of perspectives we need to govern The Parent Rooms as effectively as we can.

We are currently looking for skills and experience in fundraising, human resources, and financial management, and we are seeking a new Chair who can dedicate the time and resources that this young charity needs to continue its growth and development. Finally, we are also seeking a Board Secretary who can help the Board to run effectively and ensure correct procedures and processes are followed at meetings.

We will provide a full induction program for all new trustees to help you understand your role and how it fits within our organisation.

If you are interested in joining our team and have the time and enthusiasm to encourage, challenge and support us to be the best we can be - we would love to hear from you.

Karen McCloskey

Chair

WHO WE ARE

The Parent Rooms is a mental health charity that supports parents in Northern Ireland to move beyond crisis and distress and into a place of wellness, social connection, and fulfilment.

Established by parents with their own lived experience of mental health difficulties, The Parent Rooms aims to empower parents to take control of their own well-being through engagement with a supportive community, to evolve with new wellbeing skills, and to finally empower others to begin their wellbeing journey.

OUR HISTORY

The Parent Rooms was founded by Michelle Bradley, a mum who was experiencing postnatal depression, anxiety, and obsessive-compulsive disorder. Michelle's mental health difficulties, though significant and life-altering, were not deemed severe enough to access specialist support.

After being unable to find appropriate help, she began to seek support groups in her community. At the time, no such groups existed so Michelle decided to set up an online forum that could provide a safe environment for herself and other parents to gather and support each other, share experiences, and ultimately feel less alone. This group grew rapidly and continues to thrive with people from all over Northern Ireland joining and caring for each other.

As the group grew and the needs of parents emerged, we decided to create a charity that could offer more in the way of support, tools, and social connection, a service dedicated to the wellbeing of parents. In 2019, The Parent Rooms was born.

Our organisation is led by parents who understand on a deep personal level what the people we support are experiencing. We take a parent-centred and parent-led approach to everything we do, ensuring that all parents who access our service are given the best opportunity to take control over their well-being and no one is left to struggle alone.



Community space to meet and socialise with other families



Access to mental health support e.g. peer support/counselling



Wellbeing programs such as meditation, art therapy, and coping skills



Family activities that promote bonding & family wellbeing



Baby bonding classes such as sensory and massage



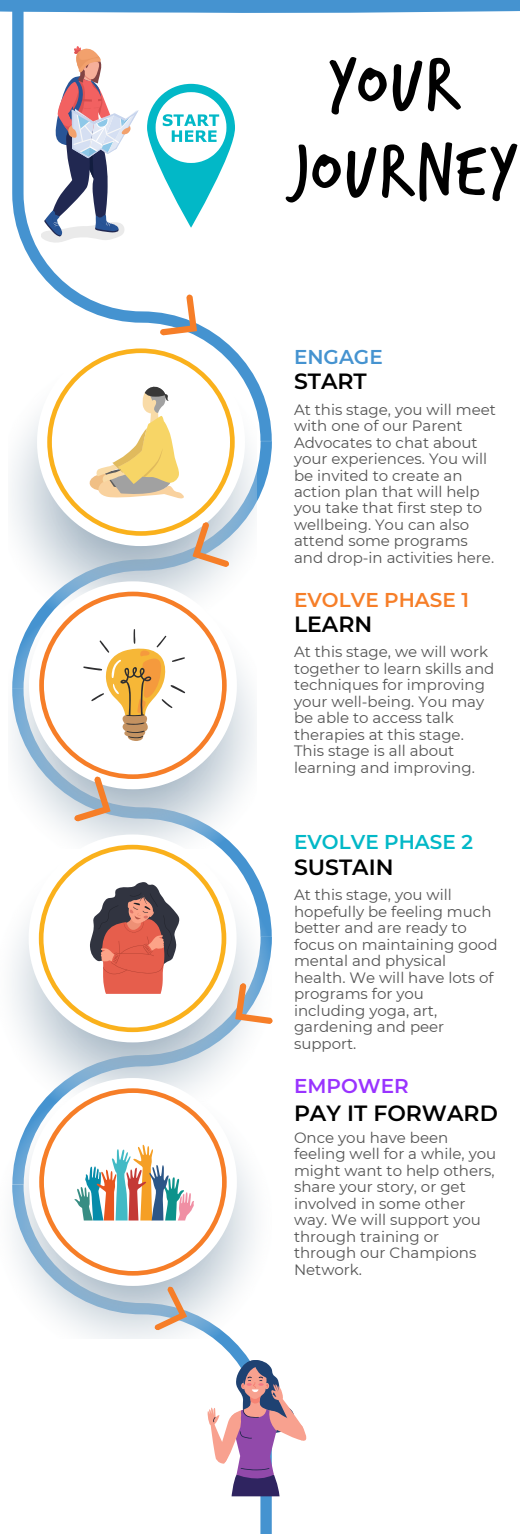
Couples activities to learn to support each other

WHAT WE DO

The overall aim of The Parent Rooms is to create a circle of support around you, providing a safe space in which you can explore how you are feeling, make friends with others who understand your experiences, and learn tools to help you take control over your own recovery.

Our focus is to empower you to take control over your experiences and we do this through our three-step model: Engage.Evolve.Empower. which meets you where you are in your mental health journey and provides a clear pathway for wellness.

The Parent Rooms is first and foremost a community space in which you can come together with other parents, seek support for your mental health, learn tools to manage your wellbeing, and have opportunities for therapeutic support where appropriate.



HOW DO YOU FIT IN?

The Parent Rooms is an inclusive organisation committed to advancing anti-racism and inclusion. We particularly welcome applications from Black, Asian, and Minority Ethnic people, and support applications from neurodiverse individuals. If you have any additional needs that can accommodate you through the application process please let us know. We are an equal opportunities employer.



OVERVIEW

As the Board Secretary of our organisation, you will play a pivotal role in ensuring the smooth operation of the board and the organisation's governance processes. Your meticulous attention to detail, exceptional organisational skills, and commitment to maintaining accurate records will be integral to our success. This position offers an opportunity to contribute to effective governance and organizational transparency.



KEY RESPONSIBILITIES

1. Board Support and Coordination:

- Coordinate and schedule board meetings, ensuring the availability of board members and relevant stakeholders.
- Prepare meeting agendas in collaboration with the Chair and CEO.
- Compile and distribute meeting materials, including agendas, minutes, and reports.

2. Meeting Facilitation:

- Attend and record minutes during board meetings, accurately capturing discussions, decisions, and action items.
- Ensure the timely distribution of approved meeting minutes to board members and stakeholders.
- Assist with the organisation of special board meetings or retreats as needed.

3. Record-Keeping and Documentation:

- Maintain a comprehensive and organised record of board documents, resolutions, bylaws, and policies.
- Ensure all governance documents are up-to-date and readily accessible to board members.
- Manage the board's historical archive for future reference.

4. Compliance and Legal Oversight:

- Ensure the organisation's compliance with legal and regulatory requirements related to governance and board operations.
- Support the organisation's adherence to its bylaws and governance policies.

5. Board Communications:

- Serve as a primary point of contact for board members regarding meeting logistics, documents, and inquiries.
- Assist in the coordination of orientation and onboarding for new board members.

6. Governance Support:

- Collaborate with the Chair and CEO to facilitate board development, including training and performance evaluations.
- Coordinate the annual review and update of the organisation's bylaws and governance policies.

HOW DO YOU FIT IN?



SKILLS & EXPERIENCE

- Proven experience in a similar role, preferably within a nonprofit or board-governed organisation.
- Exceptional organisational and administrative skills, including proficiency in record-keeping.
- Strong attention to detail and the ability to maintain confidentiality.
- Excellent written and verbal communication skills.
- Knowledge of governance principles, legal compliance, and nonprofit governance best practices.
- Proficiency in using office productivity software and digital collaboration tools.

Training and induction will also be provided.

HOW TO APPLY

To apply, please send your expression of interest to michelle@theparentrooms.co.uk. Please give an outline as to why you are interested in joining our organisation and how you meet the guidance outlined in this recruitment pack.

Following receipt of your application, we will arrange an informed conversation with you where we will be asking questions such as:

1. What is your experience in administrative or board secretary roles, particularly within nonprofit organisations or boards of directors?
2. Can you describe any specific tasks or responsibilities you have previously handled as a board secretary or in a similar role?
3. How would you go about coordinating and scheduling board meetings, including setting agendas and ensuring availability of board members?
4. Can you describe your process for taking accurate and comprehensive meeting minutes, capturing discussions, decisions, and action items?
5. How would you support the organisation in adhering to legal and regulatory requirements related to governance and board operations?
6. How would you manage communications between board members, including distributing meeting materials and responding to inquiries?
7. What technology tools or software are you proficient in for board administration and record-keeping?
8. What interests you about our organisation's mission, and why do you want to serve as our Board Secretary?