



Job Description

Job Title: Board Administrator (Part-time)

Disclaimer: This job description is intended to provide a general overview of the role. It is not an exhaustive list of duties. The role may evolve to meet the needs of the Credit Union and its Board Members. The postholder may be required to undertake other duties as reasonably directed by the Secretary of the Board and/or the Board of Directors. This job description will be reviewed annually or as business requirements change.

General Scope of Role:

The Board Administrator will be accountable to the Secretary of the Board of Directors for carrying out a range of governance, secretarial, and administrative activities that contribute to the effective governance of the Credit Union. This role is essential to ensuring the Board of Directors operates efficiently, all statutory records are accurately maintained, and regulatory compliance requirements are met. The position will be conducted on a part-time basis of 21 hours per week.

Key Accountability:

The Board Administrator provides high-level governance and administrative support to the Board of Directors and the Committees of the Credit Union, ensuring all Board processes are professional, timely, and compliant with statutory obligations under the Credit Union Act 1997 and Central Bank of Ireland regulatory requirements.

Reporting Relationship:

Reports to: Secretary of the Board

Key stakeholders:

- Chairperson
- Vice Chairperson
- Secretary of the Board
- Board of Directors
- Chief Executive Officer
- Executive Management Team

Main Responsibilities

Board Meeting Administration

- Coordinate all logistics for Board and Committee meetings, including scheduling, room setup, and refreshments.
- Prepare, format, and distribute Board packs via the management portal, ensuring timely circulation.
- Maintain rolling agendas, action logs, and carry-forward items for ongoing follow-up.
- Take accurate, impartial minutes and record decisions, votes, and action owners.
- Submit draft minutes to the Board Secretary within five working days.



- Track and report progress on outstanding actions.

Governance & Compliance

- File and retain all Board and Committee minutes securely with controlled access.
- Manage the circulation and approval process for meeting minutes.
- Ensure all Board documentation complies with GDPR and data protection obligations.
- Alert the Chairperson to compliance or regulatory issues impacting Board operations.

Regulatory Correspondence & Statutory Filings

- Assist in preparing communications and submissions to the Central Bank of Ireland.
- Maintain registers of regulatory correspondence and directives.
- Ensure all filings and communications are accurate, timely, and appropriately documented.
- Escalate urgent regulatory matters to the Board Secretary.

Information Management & Confidentiality

- Uphold strict confidentiality and data security for all Board information.
- Manage secure digital and physical storage of documents.
- Apply cybersecurity best practices, including password protection and encryption.
- Control access to materials and ensure compliant document disposal.

Board Secretary Support

- Provide administrative and project support to the Board Secretary.
- Assist with Board packs, policies, induction materials, and Director training schedules.
- Support Board effectiveness reviews and development initiatives.

General Administration

- Maintain organised filing systems and operate office equipment as required.
- Support the Secretary and Chairperson with reasonable administrative requests.
- Participate in training and ensure compliance with health, safety, and internal policies.

Key Competencies & Required Skills

Essential Competencies

- Skilled in producing accurate, clear, and timely minutes at Board or Committee level.



- Absolute commitment to confidentiality with sound judgment in handling sensitive information.
- Precise and thorough in compliance, documentation, and record-keeping
- Good multitasking and prioritisation skills; effective coordination of complex meetings and deadlines.
- Excellent verbal and written communication; skilled at engaging with Directors, executives, and external stakeholders.
- Excellent user of Microsoft 365 (Word, Excel, Outlook, Teams, Decisions); quick to learn new systems.

Person Specification

- Minute-taking experience at Board level
- Proficiency in Microsoft Office 365
- Experience using Board Portal software
- Background in credit union or financial services
- Knowledge of governance and regulatory frameworks
- Awareness of GDPR and data protection
- Demonstrated discretion and confidentiality
- Strong written and verbal communication skills
- High attention to detail
- Ability to work independently
- Flexibility to attend evening meetings