

Company Secretary (Voluntary role)



SOS' Mission is 'To create and deliver innovative approaches that **educate, inform and inspire** people to cultivate good mental health and reduce stigma leading to less death by suicide'

One of the key drivers behind the work of Suicide or Survive is the desire to harness individuals' own strengths and provide them with the tools to improve their own mental wellness. Underlying our vision is the idea that "behind every statistic on suicide and self-harm, there is a person" (Suicide or Survive 2012) and that every person has the capability of living a full life regardless of the challenges they may face in their mental health throughout their lives. Suicide or Survive started at the founder Caroline's kitchen table, born out of her own lived experience and that of people she encountered. The organisation has always remained true to its roots with the influence of the lived experience of people with their mental health in everything it does.

Our aim as an organisation is to fill the gaps in existing services for those who have attempted or contemplated suicide and to compliment other services and supports. We work in collaboration with other statutory, community and voluntary services to maximise our impact and reduce the stigma and discrimination that surrounds suicide.

Are you passionate about Suicide Prevention? Do you want to be part of a voluntary, dynamic and driven Board? This is a very exciting time for Suicide or Survive as we begin to coproduce our new 5 year Organisation Strategy. If you are interested in being part of this process, we would love to hear from you. Please see below for further information on the role overview and responsibilities.

Closing date for receipts of Expressions of Interest is Thursday 14th August at 4pm.

Role Overview:

The Secretary plays a key administrative and governance role on the Board of Directors. They are responsible for ensuring the smooth operation of board activities, maintaining accurate records, and supporting good governance practices in line with legal and regulatory requirements. The Secretary works closely with the Chairperson, other board

members, and management to ensure transparency, compliance, and effective communication.

Key Responsibilities:

- Prepare and circulate agendas, minutes, and relevant documentation for board meetings, AGMs, EGM's and Sub-committees
- Maintain accurate and up-to-date records of board meetings and decisions.
- Ensure compliance with legal and regulatory obligations, including filings and annual returns with the Companies Registration Office (CRO).
- To help ensure that the company acts in accordance with its own Memorandum and Articles of Association
- Maintain statutory registers and oversee the organisation's governance documentation (e.g., constitution, policies).
- Assist in organising the Annual General Meeting (AGM) and other governance-related events. This includes preparing and circulating the agenda and all relevant information required by directors/ members within the timeframe set out in the Memorandum and Articles of Association
- Maintaining the company's registers e.g. members, directors and secretaries, the interests of the directors and secretaries
- Ensure confidentiality and proper record-keeping of sensitive organisational information.
- Certify that the financial statements in the return are true copies of the originals
- Verify the statement of assets and liabilities if the company is in liquidation or receivership

Please send a cover letter outlining why you are interested in this role and the relevant skills and experience that you can bring to it. Please send your application via email to:

Joan Wall, Operations Governance and Compliance Manager

joan@suicideorsurvive.ie

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