



Association for Agency-Based Counselling  
& Psychotherapy in Ireland Ltd

## **Guidelines: Officer Roles**

*This document is only to be used as a guideline for organisations*

*Should you require any further support or have any queries please contact  
(AACPI National Director)*

[www.aacpi.ie](http://www.aacpi.ie)

### **Chairperson**

1. Plan Board Meetings with the Chairperson of Board of Directors
2. Keep order at meetings, making sure that meetings are time limited, everyone has their say and that discussions stick to the point.
3. Ensure that decisions are made and that they are arrived at in a fair and orderly fashion.
4. Summarise decisions made after each agenda item.
5. Look over the minutes of the meeting before they are circulated to the rest of the board.
6. Ensure that decisions made are implemented.
7. Take a lead in the recruitment and selection of new board members.
8. Take a lead in developing an ethical culture in line with the values of the organization.

### **Vice-chairperson**

1. Chair meetings in the absence of the chairperson.
2. Assist the chairperson in making sure that decisions taken at meetings are implemented.
3. Assist the chairperson in representing the organisation in consultation with the CEO.



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4. Send the signed minutes to the office to be added to the minutes book in the absence of the CEO

### **Treasurer**

1. Oversee preparation of budgets, accounts and financial statements.
2. Present financial reports at each monthly board meeting in an understandable way.
3. Make sure the annual accounts are audited and presented to the AGM.
4. Liaise with the CEO about financial matters.
5. Ensure that appropriate accounting procedures and controls are in place.
6. Liaise with the organisations financial consultant about all financial matters.
7. Liaise when necessary with the Company's auditor in relation to the preparation of the annual accounts.

### **Company Secretary**

1. Make sure that the company's registers (members, directors and secretaries and the interests of directors and secretaries) are up to date.
2. Make sure that the AGM is held at least every 15 month, that the proper notice for general meetings is given and that they run according to the Memorandum and Articles of the Company.
3. Make sure that the minutes book is kept properly.
4. Make sure that the annual return is sent to the Companies Registration Office by the Annual Return Date.
5. Make sure that the Companies Registration Office is informed of any change of directors or change of their home address.
6. Make sure that the company name, registered number and directors' details appear on the letterhead.



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7. Make sure that the company seal is kept in a safe place.
8. Notify the Companies Registration Office of any amendment to the Memorandum and Articles of Association.

