

**Expression of interest for external members of the CMETB Audit and Risk Committee**

**Part 1: Contact details:**

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| Name: |  |
| Address: |  |
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|  |  |
| Phone number: |  |
| Email address: |  |

**Part 2: Relevant information:**

[The Code of Practice for the Governance of ETBs](https://www.gov.ie/pdf/?file=https://assets.gov.ie/12100/d9938b6ea7694558b3d052ea0f4c1560.pdf#page=null)[[1]](#footnote-2) stipulates certain requirements for Audit and Risk Committees.

[See summary of the Role of the Audit and Risk Committee](https://www.cmetb.ie/wp-content/uploads/2024/07/2.1-Summary-Role-of-the-Audit-and-Risk-Committee.pdf)

**Part 3: Candidate information:**

**The Code of Practice for the Governance of ETBs stipulates certain requirements for Audit and Risk Committees.**

**Relevant Skills and Experience**

**Code of Practice, page 41:** *The Audit and Risk Committee should collectively possess an appropriate range of skills to perform its functions to the required standard.*

*All members of the Audit and Risk Committee should have a thorough understanding of corporate governance and the role of the Audit and Risk Committee. In this regard, the Audit and Risk Committee Chairperson and members should be provided with initial induction and continuing training in such matters as corporate governance and the role of internal and external audit.*

**Please outline how you meet the above requirements:**

*Continue on a separate sheet if required.*

**Code of Practice page 41:** *The Board should satisfy itself that at least one member of the Audit and Risk Committee has recent and relevant governance experience, preferably in a public service organisation outside of the ETB Sector.*

**Please outline how you meet the above requirements:**

*Continue on a separate sheet if required.*

**Code of Practice page 41:** *Other members should have recent relevant financial experience and experience in the core areas of CMETB activities including:*

*risk management, internal audit, governance, relevant technical or specialist issues, an understanding of the public sector environment, in particular the accountability structures, and current public sector reform initiatives.*

**Please outline how you meet the above requirements:**

*Continue on a separate sheet if required.*

**Assessment Criteria**

**Code of Practice page 41:** *There should be formal assessment criteria for the appointment of the Chairperson and other Audit and Risk Committee members. In addition to the skills mix issues outlined, members should have, or acquire as soon as possible after their appointment, an understanding of:*

* *The functions of an ETB;*
* *organisational culture, objectives and challenges;*
* *organisational structure including key relationships e.g. the ETB’s relationship with the relevant Minister and parent Department; and*
* *relevant legislation or other rules governing the organisation.*

**Please outline how you meet the above requirements:**

*Continue on a separate sheet if required.*

**Role of Chairperson**

The Education and Training Boards Act, 2013 provides that it is a function of the Board to appoint Chairpersons of Committees.

The Chairperson of the Audit and Risk Committee has particular responsibility for ensuring that the Audit and Risk Committee is appropriately resourced; the Committee reviews Internal Audit Reports and management responses and ensures that actions are followed up; that reports to the Committee contain relevant information and are provided at the right time in an appropriate format; absent Committee members are briefed on meetings and attendance records are maintained and reviewed annually; that they report at Board meetings and submit regular written reports to the Board containing relevant information; that matters arising are reported on at each subsequent meeting that they are involved in the appointment of new Committee members

**I wish to be considered for the position of Chairperson of the Audit and Risk Committee: (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**If Yes, please outline why you believe you would be a good Chairperson**.

*Continue on a separate sheet if required.*

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

Applicants should submit the completed form to: **The Chief Executive, Cavan and Monaghan Education and Training Board, Administration Office, Market Street, Monaghan** to arrive not later than **noon** on **Friday 30 August** **2024**.

The envelope should be clearly marked **“Audit and Risk Committee”**.

**Data Protection Privacy Notice**

By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by Cavan and Monaghan Education and Training Board (CMETB). Our [Privacy Notice](https://www.cmetb.ie/wp-content/uploads/2022/05/Privacy-Notice-Employees-Volunteers-Board-Members-etc_MAY-2022.pdf) gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights and is available on our website [www.cmetb.ie](http://www.cmetb.ie). If you need more information, please see our [Data Processing Policy](https://www.cmetb.ie/wp-content/uploads/2022/04/CMETB-Data-Processing-Policy-28.03.2022.pdf).

1. Department of Education Circular Letter 0002/2019 [↑](#footnote-ref-2)