



TUSLA Liaison Officer

HEN Description of Responsibilities Consecutive terms limited to 5 years

revised October 2020

General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

Specific Responsibilities for the Tusla Liaison Officer:

- Maintains communication with Tusla representatives.
- Keeps abreast of issues that arise within Tusla that affect HEN members and reports them to HEN.
- Brings issues of concern for HEN members to the attention of Tusla with prior approval of the NCB.
- Maintains an active role of consultation with Tusla during any process of review, change or consultation.
- Liaises with other any other home education groups relating to government home education policy and processes.
- Communicates on behalf of HEN with other government departments or state agencies on matters relating to home education or having any impact on home educating families.
- Represents HEN publicly, including with State authorities and other organisations. He/she/they may make statements on behalf of HEN but must ensure that statements or other representations are discussed and agreed with the NCB.