

## **Beneficiary Selection Policy**

### **Cumann Litearthachta na hÉireann Cuideachta faoi Theorainn Ráthaíochta**

#### **1. Intended Beneficiaries**

Cumann Litearthachta na hÉireann Cuideachta faoi Theorainn Ráthaíochta exists to support the development and promotion of literacy nationally and internationally.

The intended beneficiaries of the organisation's activities are those concerned with literacy development, including teachers, educators, researchers, professionals, practitioners and others involved in literacy in formal and informal educational settings.

The organisation's purpose is to promote literacy awareness, professional learning, collaboration, research, innovation and the sharing of good practice among those engaged in literacy development.

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#### **2. Eligibility Criteria**

Participation in the activities and services of Cumann Litearthachta na hÉireann is open to those who meet the relevant eligibility criteria for each activity.

##### **Ordinary Membership**

Ordinary membership of Cumann Litearthachta na hÉireann is open to all those concerned with the development of literacy nationally and internationally, including teachers and educators at all levels and in a variety of formal and informal settings.

No proof of professional engagement in literacy is required to become a member. Individuals wishing to become new members or renew membership must contact the Membership Secretary and pay the applicable membership fee.

##### **Conferences**

Conference attendance is open to all ordinary members of Cumann Litearthachta na hÉireann and to other interested parties who complete registration and pay the applicable registration fee.

##### **Webinars and Professional Learning Network Meetings**

Webinars and professional learning network meetings are free and open to ordinary members of Cumann Litearthachta na hÉireann and other interested parties.

##### **Publications**

Publications produced by Cumann Litearthachta na hÉireann, including newsletters, website content and conference proceedings, are available to ordinary members and other interested parties. Some publications and communications, such as email updates, may be available only to ordinary members.

There are no age, geographic, professional or other eligibility restrictions unless specifically stated for a particular activity, award or service.

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### **3. Selection Process**

#### **Membership**

Membership is open to eligible individuals who express an interest in joining Cumann Litearthachta na hÉireann and complete the membership process, including payment of the relevant subscription fee.

#### **Board of Directors (Trustees)**

The Board of Directors is a subset of the Executive Committee and comprises between three and five members. Directors hold the statutory responsibilities for Cumann Litearthachta na hÉireann Cuideachta faoi Theorainn Ráthaíochta under company law.

The Board of Directors is elected by the Executive Committee in accordance with the organisation's governance procedures.

#### **Executive Committee**

Members of the Executive Committee are nominated and elected at the Annual General Meeting.

The Executive Committee shall normally consist of 13 Executive Members and the key roles listed in Article 3 of the Constitution, giving a total of 16 members.

The Executive Committee may co-opt up to two additional members where required to ensure that different perspectives, skills and experience are represented, giving a total of not more than 18 members.

The procedures governing Executive Committee membership are outlined in the Protocols for Ordinary Members and Executive Committee Members of Cumann Litearthachta na hÉireann.

#### **Other Activities and Services**

Other services provided by Cumann Litearthachta na hÉireann, including events, publications and professional learning opportunities, are available to interested parties such as educators, principals, parents and other stakeholders without requiring membership of the organisation's governance structures.

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### **4. Capacity Limits**

There is no limit on ordinary membership of Cumann Litearthachta na hÉireann.

Where demand exceeds available places for a particular activity, allocation will be managed using fair and transparent criteria. Where necessary, places may be allocated on a first-come, first-served basis, with a waiting list used where appropriate.

The Board of Directors consists of three to five members. Should a vacancy or vacancies arise on the Board of Directors, new directors will be appointed from within the membership of the Executive Committee.

The Executive Committee normally consists of up to 18 members, including co-opted members where required.

Other services provided by Cumann Litearthachta na hÉireann, including webinars, professional learning network meetings and newsletters, generally have no capacity limit.

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## **5. Fees**

Cumann Litearthachta na hÉireann provides several services free of charge, including online webinars and professional learning network meetings.

Fees apply to certain activities, including ordinary membership, conference registration and conference exhibition stands.

### **Conference Exhibition Stands**

- Stand fee: €100 per stand

### **Ordinary Membership Fees**

- Individual membership: €40
- School / College membership: €80
- Associate membership (full-time student / retiree): €10

### **Conference Registration Fees**

- Registration and membership: €120
- Registration without membership: €80
- Student / retiree / NQT registration: €60

Fees are reviewed periodically by the Executive Committee. Any reduced rates, concessions or exemptions will be applied consistently and transparently.

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## **6. Grants, Funding and Awards**

Cumann Litearthachta na hÉireann may provide awards, recognition and limited financial assistance to support literacy development.

Awards are available to ordinary members and other interested parties depending on the eligibility criteria established for each award.

Examples include:

- **Biennial Award for an Outstanding Thesis in Literacy** – awarded to a master's level graduate who is a member of Cumann Litearthachta na hÉireann. The first-place winner receives a €500 honorarium.
- **LAI Book Awards** – recognising individuals and organisations involved in the publication of children's literature, including authors, illustrators and publishing houses.
- **Inspiring Literacy Leadership Award** – recognising teams of educators focused on promoting literacy in a setting. The winning setting/team receives a €1,000 honorarium.

The value of honoraria may vary from year to year and is subject to approval by the Executive Committee.

Award criteria are established by the Executive Committee and made publicly available. Criteria are informed by recognised standards of excellence in the relevant area.

Selection committees are approved by the Executive Committee and normally consist of a chairperson and multiple members, including individuals from both within and outside the Executive Committee.

Selection committee members are nominated and approved by the Executive Committee. Award winners are selected independently by the relevant selection committee before being presented to the Executive Committee for approval.

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## **7. Decision Makers**

The Board of Directors is legally responsible for the governance of Cumann Litearthachta na hÉireann Cuideachta faoi Theorainn Ráthaíochta, including ensuring that legal, regulatory and financial obligations are fulfilled.

The Executive Committee supports the Board of Directors and oversees operational matters including conferences, events, member engagement, collaboration with professional organisations and strategic development.

Membership applications are processed by the Membership Secretary following receipt of the relevant membership fee.

Award recipients are selected by approved award selection committees in accordance with published criteria.

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## **Amendments to the Protocols and Constitution**

The Constitution and Protocols of Cumann Litearthachta na hÉireann Cuideachta faoi Theorainn Ráthaíochta may only be amended at the Annual General Meeting by a two thirds majority of those members present, entitled to vote and voting.

Amendments may be proposed by any ordinary member, member of the Executive Committee or member of the Board of Directors. Proposed amendments must first be circulated to the Executive Committee and then to each voting member at least 21 days in advance of the Annual General Meeting or any Extraordinary General Meeting.

Where an amendment to the Constitution requires the prior approval of the Charities Regulator, written notice of the proposed amendment shall be submitted to the Charities Regulator in advance. The amendment shall not take effect until such approval has been received.

The Board of Directors shall ensure that the Charities Regulator is provided with the most up to date version of the Constitution.

The Protocols for Ordinary Members and Executive Committee Members operate in conjunction with the Constitution and may be reviewed and amended in accordance with the organisation's governance procedures.

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## **8. Equality and Fairness**

Cumann Litearthachta na hÉireann is committed to equality, diversity, inclusion and fair access in all aspects of its activities.

The organisation welcomes participation from individuals regardless of age, gender, disability, race, ethnicity, religion, belief, sexual orientation, family status, civil status, membership of the Traveller community or socioeconomic background.

All selection processes relating to membership, events, awards and other opportunities will be conducted fairly, transparently and consistently.

Where specific eligibility criteria apply, these will be clearly communicated in advance.

Cumann Litearthachta na hÉireann will not unlawfully discriminate against any individual or group and will seek to promote inclusive participation wherever reasonably possible.

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## **9. Appeals and Complaints**

Cumann Litearthachta na hÉireann is committed to ensuring that decisions relating to membership, awards, events and services are made fairly and transparently.

Any individual who wishes to raise a concern, submit a complaint or appeal a decision may do so by contacting the organisation through the appropriate communication channel.

Complaints or appeals should be submitted in writing and should include:

- details of the decision or matter being challenged;
- the reasons for the complaint or appeal; and
- any relevant supporting information.

Complaints and appeals will be reviewed objectively by an appropriate person or committee, independent of the original decision where possible.

All complaints will be treated confidentially, respectfully and addressed within a reasonable timeframe. The outcome of the review will be communicated to the person who submitted the complaint.

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## **10. Confidentiality and Data Protection**

Cumann Litearthachta na hÉireann is committed to protecting the confidentiality and privacy of individuals involved in its activities.

Personal information collected through membership applications, event registrations, nominations, elections, awards or other processes will be handled in accordance with applicable data protection legislation, including the General Data Protection Regulation (GDPR).

Information collected will only be used for legitimate organisational purposes, including:

- administering membership;
- organising events and activities;
- managing awards and selection processes;
- communicating with members and participants; and
- fulfilling legal and governance responsibilities.

Personal information will only be accessed by individuals who require it to carry out their responsibilities and will not be disclosed to third parties unless required by law or with appropriate consent.

Records relating to selection processes will be stored securely and retained only for as long as necessary.

The procedures for nominations, elections, co-option and Executive Committee membership are governed by the Protocols for Ordinary Members and Executive Committee Members of Cumann Litearthachta na hÉireann.

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## **11. Review of the Policy**

This Beneficiary Selection Policy will be reviewed regularly by the Board of Directors and Executive Committee to ensure that it remains effective, fair, transparent and aligned with the organisation's objectives and legal responsibilities.

Any amendments to the policy will be approved through the appropriate governance procedures.

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**Approved by:** Board of Directors (Trustees)

**Date of approval:** 27/07/2026