



Appointments to the Board of the National Gallery of Ireland

Closing Date: 3pm on 19th of September 2016

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies](#) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Appointments to the Board of the National Gallery of Ireland

Location:	Dublin
Number of Vacancies:	6 Ordinary Members
Remuneration:	Nil. Travel and Subsistence are payable at the appropriate Civil Service rates.
Time Requirements:	6-8 half day board meetings per annum. Additional attendance at one or more of the 5 committees' meetings may be required.

1. Background

The National Gallery of Ireland (the "Gallery") is Ireland's major national cultural institution devoted to the collection and care of fine art. The Gallery was established by an [Act of Parliament in August 1854](#) (the "1854 Act"). Since then, there have been a number of subsequent amending Acts providing for the administration of the Gallery, the most recent of which is the [National Cultural Institutions Act, 1997](#). An autonomous National Cultural Institution, the Gallery operates under the aegis of the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs.

The mission of the Gallery is to care for, interpret, develop and showcase art in a way that makes the Gallery an exciting place to visit. The Gallery employs more than 100 staff and provides free access to the public 361 days a year.

The collection in the Gallery comprises some 15,000 paintings, drawings, sculpture and objets d'art. The institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art from the Middle Ages to the mid twentieth century, including the most representative collection of historic Irish art.

2. Functions of the Board

Administration of the Gallery is vested in the Board of Governors and Guardians (the "Board"). The Board meets at least six times a year and has several committees that meet regularly throughout the year, further details of which are provided below.

Board members' duties and obligations are wide-ranging and arise from statute, including the National Gallery of Ireland Acts (1854 to 1963), under its Bye Laws, the Code of Practice for the Governance of State Bodies 2009 and common law. Board members stand in a fiduciary relationship to the Gallery. As such, they are required to act in the best interests of the Gallery and must exercise due skill, care and diligence in carrying out their role.

Key duties include:

- attendance at and contribution to regular Board meetings and committee meetings;
- approving the annual report and accounts of the Gallery;
- approving annual budgets, items of major expenditure, borrowing facilities and the opening or closing of bank accounts;
- approving treasury, risk management and investment policy for the Gallery;

- approving strategy for the Gallery;
- approving loans, acquisitions and offers of gifts of works of art;
- making or amending the Gallery's Bye Laws;
- appointing Board committees and approving their terms of reference;
- ensuring compliance with codes of practice for State bodies and applicable legislation; and
- generally ensuring that the Gallery acts within its prescribed parameters.

The Board may establish committees to assist in the discharge of its functions, comprised of both Board members and external members. There are currently 5 committees that report into the Board:

- The Buildings & Grounds Committee;
- The Acquisitions & Exhibitions Committee;
- The Audit, Risk & Finance Committee;
- The Development Committee; and
- The Governance & Strategy Committee.

The Chairperson of the Board is elected by the Board members. The Board comprises up to seventeen members, of whom ten are appointed by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs, five are ex-officio holders of the offices listed below, and two are nominated and appointed by the Royal Hibernian Academy pursuant to a power bestowed on them in the 1854 Act. Ex-officio members serve terms of varying duration depending on the constitution of their organisation

- Royal Hibernian Academy (RHA): President
- Royal Dublin Society (RDS): President and Vice President
- Royal Irish Academy (RIA): President
- Office of Public Works (OPW): Chairman.

The current Board is comprised of the following members:

Name	First Appointed	Expiry Date	Position type	Basis of appointment
Matthew Dempsey	02/12/2010	02/12/2016	Vice Chair	Ex officio. President RDS
Stephen McKenna	21/10/2015	21/10/2018	Board Member	RHA nominee
Vivienne Roche	21/10/2015	21/10/2018	Board Member	RHA nominee
Mick O'Dea	14/10/2014	09/10/2017	Board Member	President RHA
Bernie Brennan	05/12/2013	05/12/2016	Board Member	Ex officio. RDS
Mary Daly (Prof.)	01/03/2014	18/03/2017	Board Member	Ex officio. President RIA
Clare McGrath	05/09/2009	Ongoing	Board Member	Ex officio. OPW
John O'Brien	26/06/2014	25/06/2019	Board Member	Ministerial appointment
Margaret Glynn	04/07/2014	01/07/2019	Board Member	Ministerial appointment
Mary Keane	04/07/2014	01/07/2019	Board Member	Ministerial appointment
Suzanne McDougald	26/06/2014	25/06/2019	Board Member	Ministerial appointment

3. Person Specification

The Minister for Regional Development, Rural Affairs, Arts and the Gaeltacht wishes to appoint six suitably qualified candidates to the Board of the National Gallery of Ireland. The Minister may choose to appoint from any or all of the profiles listed below. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

a. Accountancy / Audit

Candidates must have extensive experience of accountancy / audit and a qualification or membership of a relevant professional body. It is highly desirable that they have previous audit committee experience.

b. Business experience

Candidates must have extensive business experience at a senior level, preferably with international links.

c. Corporate Governance

Candidates must have two or more of the following

- Experience at senior board or executive level of good corporate governance and compliance practices
- Experience of strategic management and managing organisational change
- A recognised qualification in Corporate Governance and/or management
- Significant relevant professional experience of risk management

d. Strategic Development/Project Management

Candidates must have experience in one or both of the following areas

- Leading strategy development and implementing strategy
- Developing major capital projects, including building projects

e. Fundraising/PR and Marketing

Candidates must have experience in one or both of the following areas

- Fundraising, philanthropy and donor relations
- Public relations and marketing

f. Professional or academic

Candidates must have recognised professional or academic experience in one or more of the following areas

- Gallery/Local Gallery Sectors
- Visual Arts
- Art History
- Art Education

4. Term of Appointment

- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).

- Under the National Galleries Acts 1854 to 1963, a member of the Board is appointed for a term of 5 years with a possibility of reappointment.
- Under the National Cultural Institutions Act 1997, a board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or to the European Parliament or regarded, pursuant to section 15 (inserted by the European Parliament Elections Act, 1993) of the European Assembly Elections Act, 1977 as having been elected to the European Parliament to fill a vacancy.

5. Submitting your Expression of Interest

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission should be made via the following link www.stateboards.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.

If you have any questions regarding the application process please email info@stateboards.ie.

6. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

7. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

8. Data Protection Acts 1988 & 2003

For further information on Data Protection please follow the [link](#)

APPENDIX 1

Submitting your expression of interest

In order to submit your application, you should take the following steps:

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.

6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
8. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
9. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.