



**Appointments to the Board of the Irish Museum of Modern Art  
Closing Date: 15:00 on Monday 20<sup>th</sup> January 2020**

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

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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](http://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 2016](#) (the Code) 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 Irish Museum of Modern Art

<b>Location:</b>	IMMA, Royal Hospital Kilmainham, Dublin
<b>Number of Vacancies:</b>	1. Further vacancies arising in 2020 may be filled from this panel.
<b>Remuneration:</b>	Nil. Travel and subsistence is payable at appropriate civil service rates.
<b>Time Requirements:</b>	10 half day meetings per annum. Some preparatory reading of papers will be required before Board meetings. There are also a number of Board committees to which members are appointed. Sub-committees include Finance, Audit and Risk, Development and Acquisitions. Board members will be expected to sit on one or more sub-committees.

Candidate's attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

### 1. Background

The Irish Museum of Modern Art was established by the Government of Ireland in 1990 as Ireland's first National Institution for the presentation and collection of modern and contemporary art. It is Ireland's National Cultural Institution of Contemporary Art. Its diverse and ambitious programme comprises exhibitions, commissions and projects by leading Irish and international artists as well as a rich engagement and learning programme. IMMA is home to the National Collection of Irish and International modern and contemporary art which now numbers over 4,000 artworks.

Some 80% of IMMA's funding comes by way of an Oireachtas grant through the Department of Culture, Heritage and the Gaeltacht with the remainder generated through commercial activities, programme receipts and sponsorship.

IMMA's Mission is to connect people and art, providing an extraordinary space in Ireland where new audiences and contemporary art connect, challenge and inspire one another. IMMA is committed to supporting artists' work, and works with artists and partners to support the development, understanding and enjoyment of contemporary art in Ireland.

IMMA has a large and engaged audience. Visitors to the site have grown by 54% since 2014 with 473,000 people visiting in 2018 making it the sixth most visited free attraction in Ireland. Its audience is young and digitally connected with over 60% of its visitors aged under 44 and a large amount of engagement happening through its growing social media channels.

The Museum is a company limited by guarantee and not having a share capital. The company is funded by grant-in-aid through the Department of Heritage, Culture and the Gaeltacht and by sponsorship, franchise and own resource income. Further details, including IMMA's most recent Annual Report, can be found at [www.imma.ie](http://www.imma.ie)

## 2. Functions of the Board

The General duties and responsibilities of Board members are outlined in the Code of Practice for the Governance of State Bodies. It is noted there that the Board is collectively responsible for leading and directing the body's activities and fulfils key functions including reviewing and guiding strategic direction and major plans of actions, risk management policies and procedures, annual budgets and business plans, setting performance objectives, monitoring implementation and organisational performance and overseeing major capital expenditure and investment decisions. Board members are expected to bring independent judgement to bear on issues of strategy, performance, resources, key appointments and standards of conduct. The Board delegates responsibility to the Director of IMMA to direct and manage the day to day business of the organisation.

As Directors and Officers of the Company in law, the Board accepts specific duties as set out in the Companies Act, 2014, as well as maintaining the highest standards of personal probity and good governance.

Significant matters for the Board include the recruitment and appointment of a new Director, overseeing the significant capital investment in the RHK sire; monitoring the implementation of IMMA's Strategic Plan 2017-2021; monitoring and actively engaging in income generation and overseeing expenditure; and ensuring an effective risk management and governance environment.

Current membership of the Board: -

<b>Name</b>	<b>First Appointed</b>	<b>Reappointed</b>	<b>Expiry Date</b>	<b>Position type</b>	<b>Basis of appointment</b>
David Harvey	25/11/2015		24/11/2020	Chair	PAS Process
Denis Hickie	31/01/2016		30/01/2021	Board Member	PAS Process
Dermod Dwyer	23/10/2015		22/10/2020	Board Member	PAS Process
Emma Goltz	21/11/2013	20/11/2018	19/11/2023	Board Member	Reappointed by Minister
Gerard Byrne	03/02/2016		02/02/2021	Board Member	PAS Process
Jane Dillon Byrne	30/05/2014	14/11/2019	13/11/2024	Board Member	Reappointed by Minister
John Cunnigham	17/07/2018		16/07/2023	Board Member	PAS Process
Margot Lyons	17/07/2018		16/07/2023	Board Member	PAS Process

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Mary Apied	23/10/2015		22/10/2020	Board Member	PAS Process
Penelope Kenny	23/10/2015		22/10/2020	Board Member	PAS Process
Sheila O'Regan	13/09/2014		12/09/2019	Board Member	
Tim Scanlon	31/01/2016		30/01/2021	Board Member	PAS Process

### 3. Person Specification

The Minister for Culture, Heritage and the Gaeltacht invites applications from members of the public to join the Board of the Irish Museum of Modern Art.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

Applicants for these roles must demonstrate in their application relevant experience, at an appropriately senior level, in **one or more** of the following areas:

#### **Executive/Managerial/Professional experience.**

Significant experience at an appropriately senior level in an organisation in either the private/public or other relevant sector to support effective management within IMMA and the highest standards of governance.

#### **Fundraising, Sponsorship and/or Philanthropy experience**

Involvement in fundraising, sponsorship and or/philanthropy within the framework of contemporary art and culture in order to support the IMMA Director and staff to build a strong base of financial support for the museum.

## **Sectoral Experience**

Evidence of active involvement in the field of Irish/International Contemporary Visual Art and Culture i.e. experience of running a large scale cultural institution in Ireland or internationally.

## **Risk Management**

Experience of Risk Management in a managerial capacity in either public/private or other relevant sectors.

## ***Desirable***

- evidence of active involvement in the field of Irish/international contemporary art.
- Experience of advocacy in the cultural sector.
- a demonstrable understanding of contemporary culture.
- experience of negotiating and delivering significant capital investment projects.
- Experience of the not for profit cultural sector, ideally at a domestic or international level.

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

## **4. Term of Appointment**

Appointments to the Board will be for an initial period of 5 years with an option to extend the term of engagement for a second term of 5 years, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, hold office upon such terms and conditions as the Minister may, from time to time determine.
- The roles and responsibilities of Board Members are described in the Revised Code of Practice for the Governance of State Bodies 2016 which is available on the website of the Department of Finance [Code of Practice for the Governance of State Bodies](#).
- As set out in the Memorandum and Articles of Association of IMMA, a member shall cease to be a member of the Board if he or she is nominated as a member of Seanad Éireann, or he or she is nominated as a candidate for election to either House of the Oireachtas or the European Parliament or is elected to the European Parliament.

## 5. Submitting your Application

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.

Your submission should be made via the following link [www.stateboards.ie](http://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 Authority 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. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## 5. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the applications 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 the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

## **6. 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.

## **7. Data Protection**

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

## APPENDIX 1

### Submitting your application:

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

1. Go to [www.stateboards.ie](http://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](http://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.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. 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.
11. 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.