



Appointments to the Board of the Charities Regulatory Authority

Closing Date: 15:00 on 8th December 2021

**State Boards Division
Public Appointments Service
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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. PAS also has responsibility for providing 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 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 Charities Regulatory Authority

Location:	3 George's Dock, International Financial Services Centre, Dublin 1
Number of Vacancies:	5
Remuneration:	€7,695 . (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors). Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	10 half day meetings per annum and approximately one half day preparatory work in advance of meetings. Successful candidates will be required to sit on sub-committees.

Candidates' 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 Charities Regulatory Authority ("Charities Regulator") was established in October 2014, to regulate Ireland's charities in accordance with Section 13(1) of the Charities Act 2009 (the Act). The Authority is responsible for the registration and regulation of all charities that carry out activities in Ireland including community groups, schools, universities, churches, healthcare providers and others providing public benefit as specified in the Act.

The general functions of the Authority, as set out in the Charities Act 2009 are to:-

- increase public trust and confidence in the management and administration of charitable trusts and charitable organisations,
- promote compliance by charity trustees with their duties in the control and management of charitable trusts and charitable organisations,
- promote the effective use of the property of charitable trusts or charitable organisations,
- ensure the accountability of charitable organisations to donors and beneficiaries of charitable gifts, and the public,
- promote understanding of the requirement that charitable purposes confer a public benefit,
- establish and maintain a register of charitable organisations,
- ensure and monitor compliance by charitable organisations with the Act,
- carry out investigations in accordance with the Act,

- encourage and facilitate the better administration and management of charitable organisations by the provision of information or advice, including in particular by way of issuing (or, as it considers appropriate, approving) guidelines, codes of conduct, and model constitutional documents,
- carry on such activities or publish such information (including statistical information) concerning charitable organisations and charitable trusts as it considers appropriate,
- provide information (including statistical information) or advice, or make proposals, to the Minister on matters relating to the functions of the Authority.

There are 5 appointments due to be made in 2021.

2. Functions of the Board

The Charities Regulatory Authority is governed by a Board that, under the Act, is appointed by the Minister, with the approval of the Government. The Authority is responsible for setting the broad strategy and policies of the organisation. It is responsible for the System of Internal Controls and for putting in place processes and procedures for the purpose of ensuring that the system is effective. The Board also has oversight responsibility for the activities of the organisation.

The functions of the former Commissioners of Charitable Donations and Bequests for Ireland, are now the responsibility of the Charities Regulatory Authority.

The Authority is assisted in the discharge of its responsibilities by four sub-committees as follows:

- Finance, Audit and Risk Committee
- Regulatory Committee
- Charities Services Committee
- Performance, Resource and Planning Committee

The Charities Act 2009 provides that the Authority shall consist of not less than 9 and not greater than 20 members, of whom not less than 3 shall be persons, each of whom: -

- (a) hold or formerly held judicial office in the Superior Courts, or
- (b) are barristers or solicitors of not less than 10 years standing.

The Act also provides that the Minister shall, in appointing the members of the Authority, ensure that among those members there are persons who have knowledge of, and significant senior level expertise in:

- (a) the law relating to charities;
- (b) the keeping of accounts by, and the funding of, charitable organisations; and
- (c) the management of charitable organisations.

Current membership of the Authority:

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
David Brady	16/10/2014	16/10/2017	15/01/2022	Board Member	
Ercus Stewart	16/01/2018		15/01/2023	Board Member	
Fergus Finlay	16/10/2014	16/10/2018	15/10/2021	Board Member	
Graham Richards	16/10/2014	16/10/2018	15/10/2021	Board Member	
Katie Cadden	16/10/2014	16/10/2018	15/10/2021	Board Member	
Maire McMahon	16/01/2018		15/01/2023	Board Member	
Martin Sisk	01/03/2019		28/02/2024	Board Member	
Niamh Cahill	16/01/2018		26/06/2021	Board Member	
Patricia Cronin	16/10/2014	16/10/2017	15/10/2022	Board Member	
Patrick Hopkins	16/10/2014	16/10/2018	15/10/2023	Chair	Appointed as Chair with effect from 13 July 2015.
Rosemary Keogh	01/03/2019		28/02/2024	Board Member	
Tom Costello	16/10/2014	16/10/2017	15/10/2022	Board Member	

3. Person Specification

The Minister for Rural and Community Development invites applications from suitably qualified candidates to fill up to 5 vacancies on the Charities Regulatory Authority.

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](#).

Essential:

Candidates must demonstrate evidence of significant experience at an appropriately senior level in one or more the following areas:

a. Charity and Trust Law (up to 3 positions)

- Be a practising solicitor of not less than 10 years standing and registered with the Bar Council & Law Library of Ireland / Law Society of Ireland; or
- Be a practising barrister of not less than 10 years standing and registered with the Bar Council & Law Library of Ireland / Law Society of Ireland; or
- Hold or formerly held judicial office in the Superior Courts.

b. Regulatory Skills

- Legal or Accounting Experience, with an emphasis on regulation and investigative processes, including carrying out or overseeing investigations/inspections of organisations;

c. Financial, Audit & Risk Management

- Financial experience with a particular emphasis on forensic accounting, risk management and financial compliance
- Ideally candidates under this area should also possess a relevant professional qualification and/or membership of a professional body

Desirable

- Previous experience of board membership
- Corporate governance experience and/or qualifications
- A comprehensive understanding/experience of the Charities Sector
- Knowledge/experience of regulatory and investigative processes
- Knowledge of the funding of and accounting for charitable organisations
- Experience in data protection and/or financial management information systems
- Risk management expertise

The Minister encourages applications from diverse, qualified candidates to ensure the Board is a true reflection of Irish society and shall have regard to the desirability for gender balance, diversity and inclusion on the Board as the Minister considers appropriate and determines from time to time when making appointments, in line with the updated [Code of Practice for the Governance of State Bodies 2016](#).

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 between 3 to 5 years, with an option to extend the term of engagement for no longer than an aggregate of 8 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, subject to the provisions of Schedule 1 of the Charities Act 2009, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2016 which is available here [Code of Practice for the Governance of State Bodies](#).
- 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 as a representative in the European Parliament, elected to the European Parliament.

5. Submitting your Application

Before submitting your application, 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 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.

6. 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.

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

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](http://publicjobs.ie) 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.
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.
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.