



Appointments to the Board of the National Museum of Ireland

Closing Date: Midnight on 14 December 2015

**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. 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.

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 Museum

Location:	Meetings will be in Dublin
Number of Vacancies:	12 (11 Ordinary Members and a Chairperson)
Remuneration:	Nil (Travel expenses are paid at the appropriate civil service rate)
Time Requirements:	Approximately 7-8 meetings per annum. Meetings usually last 2-3 hours. On average there would be one or possibly two extra Board meetings most years.

1. Background

The National Museum of Ireland was established as an independent body on 3 May 2005 under the provisions of the [National Cultural Institutions Act, 1997](#) with a Board and a Director (Chief Executive).

The purpose of the National Museum of Ireland is to

- Collect, preserve, promote and exhibit all examples of Ireland's portable material heritage and natural history
- Interpret and promote the collections and make them accessible to audiences at home and abroad
- Maintain the lead role in education, research and scholarship pertaining to the collections and their contexts

2. Structure and functions of the Board

The principal functions of the Board are:

To maintain, manage, control, protect, preserve, record, research and enlarge the collection of museum heritage objects for the benefit of the public and to increase and diffuse in and outside the State knowledge of human life in Ireland, of the natural history of Ireland and of the relations of Ireland in these respects with other countries.

According to the National Cultural Institutions Act, the Board of the Museum shall consist of a chairperson and not less than 13 or more than 15 ordinary members appointed by the Minister for Arts, Heritage and the Gaeltacht for a period of not more than 5 years. There are currently three appointments made on foot of nomination from different bodies and one from the staff of the NMI (see section 3) so this campaign is for the remaining 12 vacancies.

In accordance with Section 21(1) of the National Cultural Institutions Act, 1997, the Minister shall appoint a member of the Board to be chairperson of the Board.

The current Board composition is:

Term Expiry Date	Board Member Names	Male	Female
21 Oct 2015	Dr John O'Mahony SC*	X	
21 Oct 2015	Mr Gerard Collins*	X	
20 Jan 2016	Ms Mary Crotty		X
20 Jan 2016	Ms Máirín de Brún		X
20 Jan 2016	Prof Dervilla Donnelly (RIA nominee)*		X
21 Oct 2015	Ms Eileen Jackson		X
21 Oct 2015	Mr Olivier Kazmierczak (Staff nominee)	X	
20 Oct 2015	Mr Eamonn McEaney*	X	
21 Oct 2015	Mr Paul Kelly	X	
21 Oct 2015	Mr Fergus McKenna O'Hagan SC*	X	
20 Jan 2016	Dr Chris Nicholas (RDS nominee)	X	
20 Jan 2016	Professor Gearóid Ó Tuathaigh	X	
21 Oct 2015	Ms Mary Sleeman		X
21 Oct 2015	Mr Eamon Stack	X	
20 Jan 2016	Mr Peter Woodman (RIA nominee)	x	
	Total	10	5
RIA – Royal Irish Academy			
RDS – Royal Dublin Society			
	*Serving second consecutive term		

The Museum's Mission Statement is:

To collect, care for, manage and interpret the collections we hold in trust and make them accessible to everyone for inspiration, learning and enjoyment.

The National Museum is Ireland's largest national cultural institution, holding an estimated 4 million artefacts and specimens. It has been the custodian of 10,000 years of Ireland's portable heritage and its natural history since 1877. The Museum plays a central role as a source of education and knowledge of Ireland's culture and natural history and of its relationship to the wider world, making its collections available to audiences at home and abroad. Its collections encompass a broad range of disciplines, including archaeology, decorative and applied arts, history, ethnography, folklife and natural history. Together, these are the most extensive, valuable and complex multidisciplinary collections in the State. The Museum preserves and conserves where appropriate the heritage of the nation, provides public access to the national collections, educates and raises awareness of our natural environment, culture and history, and undertakes academic research.

Next year, the National Museum of Ireland will hold a variety of events at its various sites to commemorate the Easter Rising 1916. The cornerstone of its programme will be a major exhibition at its Decorative Arts & History branch, Collins Barracks, Dublin, opening in March 2016, which will examine the events of Easter Week in detail. The Easter Week collection includes many iconic, unique and emotive objects and images and contains a number of key documents and manuscripts relating to the Rising, such as the Proclamation of the Republic, Pearse's bulletins issued from the GPO and his surrender order. It also includes the Irish Republic flag that flew over the GPO in 1916. Other events are planned to take place at its Archaeology branch in Kildare St, Dublin and at the Museum of Country Life, Castlebar, Co. Mayo.

For more information please visit the Museum's website [here](#).

3. Legislative provisions

Section 19 (1) of the National Cultural Institution Act, 1997 states that the Board of the Museum shall consist of a chairperson and not less than 13 or more than 15 ordinary members, who shall be appointed to be members of the Board of the Museum by the Minister.

Section 19 (3) of the Act, states that of the members of the Board of the Museum—

- (a) 1 shall be appointed in accordance with subsection (5),
- (b) 1 shall be appointed in accordance with subsection (6),
- (c) 2 shall be appointed in accordance with subsection (7), and
- (d) not less than 6 shall be women and not less than 6 shall be men.

One nominee from the Royal Dublin Society (RDS)

One Staff Nominee

Two nominees from the Royal Irish Academy

4. Person specifications

The Minister for Arts, Heritage and the Gaeltacht wishes to appoint 12 suitably qualified candidates, including a Chairperson, to the Board of the National Museum of Ireland. The objective is to ensure a mix of complementary skills and experience in line with the Act, in particular section 19(10) which states "*In the selection of persons for appointment to membership of a Board regard shall be had to the person's attainments or interest in or his or her knowledge of art, craft design, librarianship, museum curatorship, genealogy, education, management and administration, industrial relations, sales and marketing, or his or her competence otherwise to assist the Board in the performance of its functions.*" In accordance with this provision of the legislation, the Minister may choose to appoint from any or all of the profiles listed at 4a below. The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

Chairperson

The Minister intends to appoint, from among the ordinary Members selected, a Chairperson of the Board. Applicants are invited to express an interest in this additional role and detail in their cover letter the additional skills and experience they would bring to it.

In addition to meeting the requirements for selection as an ordinary member of the board under one or more of the profiles below, it is desirable that candidates have

- *Previous experience of board membership*
- *Demonstrable understanding of the main issues facing the National Museum and the context under which it operates.*

4a. Profiles

Candidates must have experience in one or more of the following profiles.

(i) Professional or academic

Recognised professional or academic experience in a relevant field, such as:

- Museum / Local Museum Sector
- Archaeology & Heritage
- Irish Language
- Design and Decorative Arts
- History
- Natural History
- Folk life/Folklore

(ii) Business Experience

Extensive business experience in one or more of the following areas:

- Corporate governance, finance and risk management, preferably including experience on an audit committee
- Business management experience including HR, industrial relations management, procurement and compliance and/or change management

(iii) Fundraising/Philanthropy/PR and Marketing

Experience in one or more of the following areas:

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

5. Terms of Appointment

Section 20 of the National Cultural Institution Act, 1997 states

- (1) A member of a Board shall hold office for such period not exceeding 5 years and on such other terms and conditions as the Minister may determine when appointing him or her.
- (2) A member of a Board shall not be eligible for re-appointment if he or she has served 2 consecutive terms as a member of the Board.
- (3) A member of a Board may resign his or her membership by letter addressed to the Minister and the resignation shall take effect from the date of receipt of the letter by the Minister.
- (4) Each member of a Board shall be paid, out of moneys at the disposal of the Board, such remuneration (if any) and allowances for expenses incurred by him or her (if any) as the Minister may, with the consent of the Minister for Finance, determine.
- (5) A member of a Board may at any time be removed from membership of the Board by the Minister if, in the Minister's opinion, the member has become incapable through ill-health of performing his or her functions, or has committed stated misbehaviour, or his or her removal appears to the Minister to be necessary for the effective performance by the Board of its functions.
- (6) (a) If a member of a Board dies, resigns, becomes disqualified or is removed from office, the Minister may appoint a person to be a member of the Board to fill the casual vacancy so occasioned and the person so appointed shall be appointed in the same manner as the member of the Board who occasioned the casual vacancy.

(b) Subject to the other provisions of this section, a person appointed to be a member of a Board by virtue of this paragraph shall hold office for the remainder of the term of office of the member who occasioned the casual vacancy he or she is appointed to fill and shall be eligible for re-appointment for one further consecutive term as a member of the Board.
- (7) A member of a Board shall be disqualified for holding and shall cease to hold office if he or she is adjudged bankrupt or makes a composition or arrangement with creditors or is sentenced by a court of competent jurisdiction to a term of imprisonment or penal servitude.

5. Submitting your expression of interest

If you are interested in this position, please review the self-assessment questionnaire which can be found on www.stateboards.ie. Please note that the 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 Section 4 - Person Specification in this booklet.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link www.stateboards.ie together with your detailed 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.

6. Assessment Process

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

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees 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;
 - Any other selection method deemed appropriate.
- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

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

7. Data Protection Acts 1988 & 2003

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

The Public Appointments Service thanks you for your interest in State Board appointments

APPENDIX 1

Submitting your expression of interest

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

- i. Go to www.stateboards.ie.
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. 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).
- iv. On the relevant page please click on the "apply for position" button at the bottom of the page
- v. 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.
- vi. 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.
- vii. 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".
- viii. 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.
- ix. 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.