



Department of
**Agriculture,
Food and the Marine**

An Roinn
**Talmhaíochta,
Bia agus Mara**



**An Roinn Iompair
Turasóireachta agus Spóirt**

Department of Transport,
Tourism and Sport

**Appointment of Chairperson
and Ordinary Members to the Board of Horse Sport Ireland**

Closing Date: 15:00 on 31st May 2018

Appointments to Horse Sport Ireland

Entity: [Horse Sport Ireland](#)

Board Meeting Location: Beech House, Millennium Park, Naas, Co. Kildare

Number of Vacancies: 1 Chairperson and 3 Ordinary Members

Remuneration: Board Fees: Chairperson €12,600 and Ordinary Member: €8,100. Travel and subsistence allowances will be paid in respect of journeys undertaken to attend meetings of the Board or to transact its business, in accordance with the Horse Sport Ireland mileage and subsistence policy.

Time Requirements for Chairperson: Approx. 9 half-day Board meetings per annum together with such other meetings of HSI sub-Committees (average total meetings 20 per annum), together with attendance at public functions on behalf of Horse Sport Ireland, and attendance at international events from time to time.

Time Requirements for Ordinary Board Members: Approx. 9 half-day Board meetings per annum.

1. Background

[Horse Sport Ireland](#) was incorporated on 20 December 2006 under the Companies Acts as a Company Limited by Guarantee without share capital. On January 1, 2008, the organisation became the Governing Body for equestrian sport in Ireland (32 counties) as recognised by the International Governing Body (FEI), Sport Ireland and the Olympic Council of Ireland (OCI). In July 2008, the Department of Agriculture transferred responsibility for maintaining the Irish Horse Register to Horse Sport Ireland following a Special General Meeting of the Irish Horse Board. In 2010, the organisation was formally recognised as the Governing Body for equestrian sport by Sport Northern Ireland.

Horse Sport Ireland (HSI) is the governing body for the sport horse industry and is responsible for devising and implementing strategies for the development and promotion of an internationally competitive sport horse industry, covering breeding, sport and leisure activities.

Horse Sport Ireland provides supports and services for the wider equine industry in Ireland including:

- Interface with the Government and government agencies on behalf of the sector
- Acts as the National Governing Body for Equestrian Sport as recognised by F.E.I, Sport Ireland, O.C.I. and Sport N.I.
- Acts as an umbrella body for the sector with recognised Affiliates
- Licences & regulates athletes & horses for international competition (FEI and Olympics)
- Promotes equestrian sport through the Team Ireland Equestrian brand.
- Manages 14 High Performance Equestrian Programmes
- Coordinates the National Equine Anti-Doping Programme
- Acts as a centralised Safeguarding hub for recognised affiliates
- Maintains the Irish Horse Register which incorporates the Irish Sport Horse and Irish Draught Horse Studbooks under licence from the Department of Agriculture, Food and the Marine
- Provide support tools to breeders to facilitate them reach their objectives for producing horses capable of competing at the highest levels in equestrian sport or providing horses for the leisure and recreation industry in Ireland and abroad.
- Engaging with research organisations to develop further services for breeders.
- Devising programmes to market the sport horse sector and support equestrian competitions.

2. Functions of the Board

The Board of Horse Sport Ireland are ultimately responsible for the operation, oversight, management and strategic direction of the organisation as a whole including the following areas:

- Strategic & business planning
- Financial management
- Resource allocation
- Corporate governance
- Regulatory and taxation matters
- Employment matters
- Overall legal responsibility for directing the activity of Horse Sport Ireland

3. Role of the Chairperson & Ordinary Board Members

The Chairperson of Horse Sport Ireland is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role. The role of the Chairperson is primarily to guide the board in its task of setting and helping to implement the company's strategic policies. The Chairperson is appointed by the Minister for Agriculture, Food and the Marine in consultation with the Minister for Transport, Tourism and Sport. The Chairperson will work closely with the CEO in a 'bridge' role between the board and the executive management team.

The Ordinary Board Member is responsible for steering the company forward and is collectively responsible for its long-term sustainability. The Ordinary Board Member should bring independent judgement to bear on issues of sector and organisational strategy, performance, resources, key appointments and standards of conduct. Directors are appointed to the board because of their specific skills, knowledge and experience.

Both roles require high standards of corporate governance. Individuals who are appointed must act, first and foremost in the best interests of Horse Sport Ireland, and on behalf of all stakeholders to oversee the running of the affairs of the Company. Horse Sport Ireland is a publicly funded organisation and must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently. As such, members of the Board, and the relevant management team, are accountable for the proper management of the organisation.

Horse Sport Ireland is benchmarked against the [Code of Practice for the Governance of State Bodies](#) which provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies and the Governance Code, A Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland. <https://www.governancecode.ie/>. Therefore, applicants should be cognisant of the roles and responsibilities set out therein.

In order to be an effective contributor on the Board it is recommended that the Chairperson and the Ordinary 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.

4. Person Specification for Chair

A Chairperson is required for the Board of Horse Sport Ireland, the position to take effect from July 2018.

Expressions of interest are invited from suitably qualified applicants for the role of Chairperson who consider they possess the skills and experience necessary in the following areas:

- Significant experience at CEO/Managing Director or Chairperson level of a fast moving and results oriented organisation of significant scale.
- A proven track record of leadership and consensus building.
- Strategic planning capability, having exposure to and involvement in a strategic planning process.
- A strong track record of corporate governance and compliance experience.
- Evidence of a clear understanding of the equine/agri sector
- Previous experience of Board membership and ideally of Chairing a Board

5. Person Specification for Director/Ordinary Member

Three Ordinary Member (Directors) are required for the Board of Horse Sport Ireland, the position to take effect from July 2018.

The Minister for Agriculture, Food and Marine in consultation with the Minister of Transport, Tourism and Sport invites expressions of interest from applicants who consider they possess the skills and experience necessary to join the Board of Horse Sport Ireland.

Candidates must demonstrate in their application the following:

Essential

1. Professional experience at an appropriately senior level in one or more of the following areas:
 - Finance, Business, Economics
 - Accountancy and Auditing
 - Public Administration
 - Corporate Governance
 - Project Management & Investment
 - Media, Public Relations
 - Law
2. Experience in developing business models in organisations comparable to Horse Sport Ireland.
3. Prior Board level experience required with an excellent understanding of Governance.

Desirable

1. Demonstrable expertise in one or more of the following key areas:
 - Strategic Planning
 - Risk management
 - Organisational change management
2. Experience in a comparable sector such as agriculture and/or equine and/or sport sector desirable.
3. Ability to understand and interrogate financial reports.
4. Ability to operate as part of a team.

Both Ministers shall have regard to the desirability for gender balance on the Board as the Ministers consider appropriate and determines from time to time when making appointments.

6. Terms of Appointment

Appointments to the roles of Chairperson and Ordinary Members of HSI Board by the Ministers is for a 5-year term. Reappointments can be made for a further term, at the discretion of the Minister for Agriculture, Food and the Marine in consultation with the Minister for Transport, Tourism, and Sport.

- 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 this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Transport, Tourism and Sport, from time to time determine.

7. Submitting your expression of interest

Having considered the general suitability criteria for the positions of Chairperson or Ordinary Member, you should consider carefully how your background and experience fits with the specific appointment criteria set out in Section 4 or 5 - Person Specification in this booklet.

If you wish to be considered for appointment, candidates are required to you can submit a detailed Curriculum Vitae and a Cover Letter by email to HSIBoardapplic@agriculture.gov.ie outlining whether you are applying for the position of Chairperson or Ordinary Member.

IMPORTANT NOTE

Please take care when submitting your documentation. 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 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.

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 Board.

You must also 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 as Chairperson or Ordinary Member. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of the Chairperson or Ordinary Member as required.

8. Assessment Process

An Assessment Panel (the "Panel") will be convened by the Department of Agriculture, Food and Marine and Department of Transport, Tourism and Sport to consider and assess the expressions of interest received.

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 Ministers.

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

9. 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, may be extracted from computer records for general statistical purposes.

10. Data Protection Act 1988 & 2003

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