

**Appointments to the Board of the Irish Museum of Modern Art
Closing Date: 15:00 on Thursday 7th June 2018**

**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. 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

Location:	IMMA, Royal Hospital Kilmainham, Dublin
Number of Vacancies:	2
Remuneration:	Nil. Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	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 for 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 3,500 artworks.

Some 75% 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 audiences and art, providing an extraordinary space in Ireland where contemporary life 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 90% since 2014 with 584,000 people visiting in 2016 making it the second 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 social media channels.

The Museum is a company limited by guarantee and not having a share capital.

Further details, including IMMA's most recent Annual Report, can be found at 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 action, 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 an independent judgment 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 currently include the recruitment and appointment of a new Director; agreeing and overseeing significant capital investment in the RHK site; 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: -

Name	First Appointed	Expiry Date	Position type	Basis of appointment
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	Board Member	
Gerard Byrne	03/02/2016	02/02/2021	Board Member	PAS Process
Jane Dillon Byrne	30/05/2014	29/05/2019	Board Member	
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 a 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.

Risk Management

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

Ideally candidates should also demonstrate evidence of active involvement in the field of Irish/international contemporary art.

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.

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.

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.

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
 - Meeting¹/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.

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

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

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

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

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

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.

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.