

**Appointment of three Members of the Board of Trustees of the Chester Beatty Library.**

**Closing Date: Thursday 7<sup>th</sup> June 2018**

The Minister for Culture, Heritage and the Gaeltacht is seeking to appoint suitably qualified candidates as Members of the Board of Trustees of the Chester Beatty Library. Interested candidates should ensure they meet the criteria under section 3 below, and should email a current curriculum vitae, along with a cover letter outlining the specific expertise they would bring to this role, to the Dept. Culture, Heritage and the Gaeltacht at:

**[cultural.institutions@chg.gov.ie](mailto:cultural.institutions@chg.gov.ie)**

Shortlisting on the basis of written applications will apply.

## **Membership of State Boards**

The Chester Beatty Library (CBL) is a public charitable trust established under the will of the late Sir Alfred Chester Beatty, which was granted probate in 1968. As a charitable institution the Library is responsible directly to the Charities Regulator and is subject to all duties and responsibilities of the Charities Act 2009. While not a State board, it receives just over 80% of its funding from the Department of Culture, Heritage and the Gaeltacht.

The CBL is governed and owned by a Board of Trustees appointed under the terms of the will of Sir Alfred Chester Beatty as modified by an order of the High Court of 16 December 1997.

The CBL Board of Trustees consists of a maximum of twelve members, one each of whom is appointed by the President and the Taoiseach and three by the Minister for Culture, Heritage and the Gaeltacht. The Director of the National Library serves as a Trustee ex officio. All other trustees are co-opted. The Trustees elect the Chair.

The Minister is now seeking to fill three ministerial appointments.

High standards of corporate governance in all ministerial appointments to boards, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

In order to be an effective contributor on the Board it is recommended that members should:

- Share responsibility for Board decisions;
- Always act in the best interests of the Trust;
- Define the values and objectives of the Trust within the limits of the Chester Beatty bequest and will; and
- Debate all issues in a friendly and measured manner encouraging contributions and consensus.

## **Appointment of three Members of the Board of Trustees of the Chester Beatty Library.**

<b>Location:</b>	Chester Beatty Library
<b>Number of Vacancies:</b>	3 Members
<b>Remuneration:</b>	Nil. If travel and subsistence costs are incurred they are payable in accordance with the Department of Public Expenditure and Reform's requirements.
<b>Time Requirements:</b>	5 half day meetings per annum.  Approximately 3-4 days/evenings per year will also be required for attending events and other meetings outside of the meetings of the Board and committees.
<b>Term:</b>	5 years

### **1. Background**

The CBL is the pre-eminent Irish institution promoting the appreciation and understanding of world cultures, and the engagement with the peoples whose cultures are represented in the Collections. The CBL contains some of the finest treasures of the great cultures and religions of the world. The Collections were bequeathed to the Irish people and entrusted to the care of a Trust for the benefit of the public by Chester Beatty (1875–1968), who was a successful American mining engineer, collector and philanthropist.

The enduring mission of the Chester Beatty Library is to maintain and preserve the Collections of the Library and to make them available in the most appropriate ways for the use and enjoyment of the public and for scholarly study and research, in order to promote a wider appreciation and understanding of the international cultural heritage embodied in the Collections and to foster relations between Ireland and the peoples whose cultures are represented in the Collections

More information can be found on the Chester Beatty Library's website here [www.cbl.ie](http://www.cbl.ie).

### **2. Functions of the Board**

The essential functions of the Board are as follows:

- Appoint the Director;
- Define the values and objectives of the Trust within the limits of the Chester Beatty bequest and will;
- Establish policies and plans to achieve those objectives;
- Approve the annual budget and final accounts;
- Oversee a framework of delegation and system of control;
- Be responsible for all decisions with significant financial or other risk which raise issues

- of principle;
- Monitor the Trust's performance against agreed indices;
- Monitor the implementation of the Strategic Plan; and
- Plan for the longterm development of the CBL.

The Board is assisted in the discharge of its responsibilities by the Audit and Finance Committee. Depending on the successful candidates' specific area of expertise, he/she may be invited to sit on this committee. The Board may from time to time appoint special committees to consider items of detail between meetings of the Board.

### **Current board of Trustees**

The Trustees of the Library are currently:

Dr Catherine Day (Chair)  
Mr. Eamonn Ceannt (Ministerial appointee)  
Sir Marc Cochrane  
Dr. Sandra Collins (Ex officio)  
Mr. Dermot Desmond  
Professor Kathleen James-Chakraborty  
Professor Brian McGing (Taoiseach appointee)  
Professor Roger Stalley (Presidential appointee)

Expressions of interest are now invited from applicants who believe that they possess the skills and experience necessary to join the Board of the Chester Beatty Library as Ministerial appointees and contribute to the delivery of its strategic objectives. Term of appointment is 5 years. Successful candidates may serve a maximum of two terms.

### **3. Person Specification**

The Minister for Culture, Heritage and the Gaeltacht is seeking to appoint three suitably qualified candidates as Ministerial appointees of the Board of Trustees of the Chester Beatty Library.

The Minister welcomes applications representative of the diversity of the Irish population, particularly reflecting gender, geography and cultural interests.

It is desirable that candidates demonstrate the following:

- Previous experience of board membership
- An ability to support the Director
- Knowledge of the cultures of the collections contained in the Library would be an advantage
- Experience of public speaking
- Previous experience in supporting fundraising activity
- The capacity to make the time commitment this role requires.

In addition, candidates should demonstrate experience at an appropriately senior level in one or more of the following areas:

- Legal or business background
- Fundraising and/or experience of the philanthropic environment in Ireland
- Arts/cultural sectors

#### **4. Term of Appointment**

Appointments to the Library 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 requirements of the will of Chester Beatty.

The roles and responsibilities of Board Members are described in the Chester Beatty's "Trustees' Handbook.

Appointment to the Board is subject to the requirements of the will of the Chester Beatty Library.

#### **5. Submitting your Expression of Interest**

Your submission should be made by email to [cultural.institutions@chg.gov.ie](mailto:cultural.institutions@chg.gov.ie) together with your **Curriculum Vitae** and a **cover letter** outlining, with reference to criteria at 3 above, the specific expertise you would bring to the role of a member.

## **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 *ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position 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.

## **6. Assessment Process**

An Assessment Panel will be convened by the Department of Culture, Heritage and the Gaeltacht 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, 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 the Department 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.

## **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**

Please note that your cover letter and curriculum vitae will be forwarded to the Department of Culture, Heritage and the Gaeltacht and may be retained for up to one year.