



National College of Art and Design
A Recognised College of University College Dublin

Appointment to the Board (An Bord) of the National College of Art and Design

Closing Date: Midnight on 09/02/2018

Appointments to An Bord of the National College of Art and Design (NCAD)

Entity: The National College of Art and Design (NCAD) (Coláiste Náisiúnta Ealaíne is Deartha)

Board Meeting Location: 100 Thomas Street, Dublin 8

Number of Vacancies: 6

Remuneration: The positions are unremunerated. 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 approved public sector rates.

Time Requirements: Six to eight meetings per annum, lasting approximately 2.5 hours in duration. Preparation time required in advance of meetings is approximately 2 hours.

Board members may also be nominated to serve on sub-committees of the Board such as the Audit and Risk Committee.

1. Background

The National College of Art and Design occupies a unique position in art and design research and education in Ireland. It offers the largest range of art and design degrees in the State at undergraduate and postgraduate level.

The National College of Art and Design, Dublin is Ireland's leading provider of art and design education. NCAD is based on the site of the Powers Whiskey Distillery in the heart of the Liberties in Dublin's city centre. It has a community of 1,500 undergraduate, postgraduate and part-time students. It is the first choice institution for Irish art and design students and occupies a unique position with the most comprehensive art and design teaching offer in Ireland at undergraduate and postgraduate level. NCAD plays a key role in shaping the visual identity of the nation. NCAD is a recognised College of University College Dublin.

2. Functions of An Bord

An Bord consists of eleven members one of whom is Chairperson appointed by the Minister for Education and Skills for a period of not more than three years. There are six independent non-executive directors, two staff representatives, two student representatives and the Director, ex officio. Individual members may be asked to serve a second or subsequent term if reselected by the Minister.

The functions of An Bord generally are prescribed under Section 5 of the National College of Art and Design Act, 1971, as follows:

5.—

- (1) On and from the establishment day, An Bord shall carry out the management of the College and the organisation and administration of its affairs, and shall have all such powers as are necessary for or incidental to those purposes.
- (2) In particular, and without prejudice to the generality of subsection (1) of this section, An Bord shall have the general functions of—
 - (a) establishing and carrying on schemes of education of such scope and extent as it may determine in art, crafts and design,

- (b) providing courses for the training of persons as teachers of art,
 - (c) providing courses and lectures for the further training of teachers of art as such teachers,
 - (d) providing, if it so thinks fit, lectures on art, crafts and design for the public by members of its academic staff and other persons whom it considers suitably qualified for the purpose,
 - (e) establishing and carrying on schemes (on which the amount of the expenditure by An Bord shall have been approved of by the Minister) for the giving of scholarships, bursaries, prizes and other awards in relation to art, crafts and design,
 - (f) holding exhibitions of art and crafts of students of the College, exhibitions of art and crafts and exhibitions devoted to any other subject matter relevant to the activities of the College,
 - (g) defraying the reasonable and necessary expenses incurred by members of its academic staff in attending, with the consent of An Bord, courses of instruction, seminars, lectures, conferences and exhibitions relevant to their duties as such members,
 - (h) defraying the reasonable and necessary expenses incurred by members of An Bord in attending conferences and exhibitions relevant to their duties as such members and in visiting other colleges and institutions of or concerned with art, crafts or design,
 - (i) providing courses of study in art, crafts and design—
 - (i) that are approved by any body established by the Minister or by Act of the Oireachtas after the passing of this Act for the purpose of granting degrees, diplomas and other similar educational awards, and
 - (ii) that lead to the grant of such degrees, diplomas or similar educational awards by that body,
 - (j) subscribing to associations and institutions of or concerned with art, crafts or design.
- (3) (a) An Bord shall have such other functions as may be assigned to it from time to time by the Minister by order.
- (b) The Minister may by order, amend or revoke an order under this subsection, including an order under this paragraph.
- (c) Every order under this subsection shall be laid before each House of the Oireachtas as soon as may be after it is made and, if a resolution annulling the order is passed by either such House within the next twenty-one days on which that House has sat after the order is laid before it, the order shall be annulled accordingly, but without prejudice to the validity of anything previously done under the order.

An Bord is assisted in the discharge of its responsibilities by an Audit and Risk Committee comprising three independent non-executive board members and an external financial expert.

3. Person Specification

Six new board members, including the position of Chair, are required for An Bord of the National College of Art and Design to take effect from 1 March 2018 and expressions of interest are now invited from suitably qualified applicants, with a demonstrable interest in the work of the National College of Art and Design.

Expressions of interest are invited from applicants who consider they possess the skills and experience necessary in one or more of the following areas:

Experience of Philanthropy and Fundraising:

Applicants should demonstrate an involvement in philanthropy and fundraising within the framework of education. Connections in this area in order to support the Director and staff of the College to build a strong base of philanthropic support for the College would be advantageous.

Experience of identifying and cultivating prospective donors and connections, nationally and internationally, would also be an advantage.

Business Experience

Applicants should demonstrate significant business experience at an appropriately senior level and connections that will support the NCAD Director and staff and develop corporate partnerships to help realise the College's ambitious programmes. Connections with businesses in the field of creative industries and the arts would be advantageous.

Management and Corporate Governance Experience

Applicants should have significant experience in the area of management and corporate governance at an appropriately senior level, from either the private or public sectors, in order to support effective management within the College and ensure the highest standards of governance are maintained.

Financial Planning and Management

In order to provide oversight of the College's financial management and planning, candidates should also have significant financial management experience at an appropriately senior level which demonstrates experience in accountancy, audit or financial planning and the presentation and interpretation of financial performance.

It would be desirable that candidates have a professional qualification/membership of a professional accountancy body.

Professional Legal Experience

Candidates should demonstrate a high level of legal expertise which would support the work of An Bord and staff of the College. Candidates must hold a recognised professional qualification in law and membership of the relevant professional body, or be former legal practitioners.

Experience of Art and Design

Candidates should demonstrate an active involvement in the field of Irish and international art and design in order to advocate and promote the College's agenda on a national and international stage.

Experience of Education and Research

Candidates should demonstrate significant experience of the education sector, with a focus on third level education, to support the College's education mission and strategic objective to develop research as an activity within the College.

It would be an advantage if board members have an interest and engagement in art and design, the ability to take a strategic approach to the issues and circumstances facing the

College, the ability to work as part of a team, good communication skills and the ability to act as an ambassador for the College and an understanding of good governance practices.

Experience as Chair

Candidates should demonstrate significant senior management/board level experience of corporate governance in the public or private sector. Experience of Board membership, preferably as Chairperson, would also be desirable.

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. Terms of Appointment

Under the National College of Art and Design Act 1971, appointments to An Bord by the Minister are for a three-year term. Reappointments can be made for a further term, at the discretion of the Minister.

- The membership of any member of An Bord may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of An Bord may resign his or her membership of An Bord 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 An Bord shall, subject to the provisions of the National College of Art and Design Act 1971, 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 on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- Under the National College of Art and Design Act 1971, a board member shall cease to be a member of An Bord if he or she is nominated either as a candidate for election to either House of the Oireachtas or as a member of Seanad Éireann.

5. Submitting your expression of interest

Having considered the general suitability criteria for membership of An Bord, you should consider carefully how your background and experience fits with the specific appointment criteria set out in **Section 3 - Person Specification** in this booklet.

If you wish to be considered for appointment, you can submit your expression of interest by emailing your detailed Curriculum Vitae and a Cover Letter to boardvacancies@education.gov.ie.

Alternatively, you can post your expression of interest to the following address:

**Higher Education Governance and Funding,
Department of Education and Skills,
Portlaoise Road,
Tullamore,
Co Offaly. R35 Y2N5**

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(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 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.

6. Assessment Process

An Assessment Panel (the “Panel”) will be convened by the Department of Education and Skills 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 Minister.

If you have any questions regarding the application process, please email boardvacancies@education.gov.ie

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

8. Data Protection Act 1988 & 2003

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