



**An Roinn Cultúir,
Oidhreacht agus Gaeltachta**
Department of Culture,
Heritage, and the Gaeltacht

Appointment of 1 Ordinary Member to the Board of Marsh's Library

Closing Date: 3pm on Monday 24th September 2018

The Minister for Culture, Heritage, and the Gaeltacht is seeking seeking to appoint, with the consent of the Governors and Guardians of Marsh's Library, 1 suitably qualified candidate to the board of Marsh's 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 the role of board member, the Dept. Culture, Heritage & the Gaeltacht at csu@chg.gov.ie Shortlisting on the basis of written applications will apply.

Membership of State Boards

Although Marsh's Library is not a State Board, it has taken the decision to formally adopt the contents of the Code of Practice for the Governance of State Bodies, in order to ensure adherence to best practice.

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 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.

Appointment of 1 Ordinary Member to the Board of Marsh's Library

Location:	Church of Ireland House, Rathmines, Dublin 6
Number of Vacancies:	1 Board Member
Remuneration:	Nil fees; no expenses provided.
Time Requirements:	3 to 4 meetings per annum
Term:	5 years, with possibility of reappointment for a second and final term of five years

1. Background

Marsh's Library is located in St Patrick's Close, beside St Patrick's Cathedral, Dublin. It is a beautifully preserved library of the early Enlightenment. It was built with money provided by Archbishop Narcissus Marsh, an academic and book lover with a strong belief in the public utility of education and learning. The Library was incorporated in 1707 by an Act of Parliament. For the first century and a half of its existence it was the only public library in Dublin.

It is a charitable trust open to the general public, tourists, students and scholars, and is independent of any and all other institutions and entities.

The 1707 Act which established the Library provided for the structure and membership of a board of trustees which (with some modifications during the eighteenth century and after Independence in 1922) remains in place to this day. Under the Act, the *ex officio* trustees are the Church of Ireland Archbishop of Dublin (chair), the Church of Ireland Archbishop of Armagh, the Chief Justice of Ireland, the Provost of Trinity College Dublin, the Dean of Christ Church Cathedral, Dublin, and the Dean of St Patrick's Cathedral, Dublin.

Under the terms of the 1997 Cultural Institutions Act, the Minister for Culture, Heritage, and the Gaeltacht can nominate two individuals as Governors and Guardians of Marsh's Library. Each of the Minister's nominees can serve for a maximum of five years, and may be re-nominated for a second term of five years.

Full details of the library's activities in a range of areas will be found on: www.marshlibrary.ie

2. Functions of the Board

The Board is responsible for protecting and conserving the physical building and library collections established by Archbishop Narcissus Marsh in the early eighteenth century. The trustees ensure that the tourist, outreach and academic activities of the library do not impact adversely upon the building or collections. The trustees work with the management of the library to ensure that the institution reaches out to diverse audiences to showcase the important role that books, learning and reading have played in Irish and European culture and history. The library is also concerned with promoting the social necessity, utility and benefits of knowledge and education in contemporary Irish and European society.

To advance a range of reforms a subcommittee has been established which is progressing a wide ranging series of measures to enhance governance and good practice.

Current board of Marsh's Library

Current Board Member Names
[vacancy]
The most Revd Richard Clarke
The most Revd Dr. Michael Jackson (Chair)
Dr. Patrick Prendergast Provost TCD
Mr Justice Frank Clarke
The Very Revd William Morton
The Very Revd Dermot Dunne
Mr Philip Maddock

This campaign is being held to fill 1 vacancy on the board of Marsh's Library. Expressions of interest are now invited from applicants who believe that they possess the skills and experience necessary to join the Board of Marsh's Library is seeking seeking to appoint, with the consent of the Governors and Guardians of Marsh's Library, 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, with the consent of the Governors and Guardians of Marsh's Library, one suitably qualified candidate to the board of Marsh's Library.

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

Candidates should demonstrate at least one of the following:

- board level management experience
- competence in financial governance and corporate compliance
- a demonstrable appreciation of Marsh's distinctive traditions and values
- demonstrable knowledge of the library's operations
- a track record of governance reforms

Attention is drawn to the general details of the role of a member as set out on page 20 of the Code which can be found [here](#). The Principle states-

- The Board member has a fiduciary duty to the State body in the first instance (i.e. the duty to act in good faith and in the best interests of the State body).
- The Board member must act in good faith in what the Board member considers to be the interest of the company;
- There is no requirement for or expectation that applicants will be members of the Church of Ireland.

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 Minister may at any time terminate the appointment of the Member.
- 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 Public Expenditure and Reform. ([Revised code of practice for the governance of state bodies](#)).
- Appointment to the Board is subject to the 1707 Act which established the Library. Under the terms of the 1997 Cultural Institutions Act, the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs can appoint, with the consent of the Board, two individuals as Governors and Guardians of Marsh's Library.

5. Submitting your Expression of Interest

Your submission should be made by email to csu@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 board 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 by the closing date.

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 may be retained for up to one year by the Department of Culture, Heritage and the Gaeltacht.