**Invitation for applications**

**Governance Committee (several additional members and a Committee Secretary)**

**The Cathedral**

Christ Church Cathedral Dublin is a 1,000 year-old religious foundation at the heart of Dublin.

As Diocesan Cathedral for the Church of Ireland United Dioceses of Dublin & Glendalough, and Metropolitical Cathedral for the United Provinces of Dublin and Cashel, the Cathedral maintains the worship, liturgy, music, outreach and hospitality of the Christian faith and Anglican tradition.

With a leading professional choir dating to 1493 and a voluntary girls’ choir, choral music is central to the Cathedral’s mission and life.

As a historic monument and the custodian of cultural treasures, such as the Cathedral furniture, ornaments, vestments, plate, the Irish Magna Carta, the relics of St Laurence O’Toole and the remains of Strongbow, the Cathedral also maintains a strong educational programme, for the benefit both of schools and other visitors.

The Cathedral is also one of the most-visited tourist attractions in Ireland, a major events and conference space and a filming venue. It hosts a recently updated physical and online shop. These operations are a public benefit in themselves, and fund the religious and educational operations of the Cathedral.

Prior to the pandemic, the annual income and expenditure were both of the order of €2.7m with 33 Full-Time Equivalent staff. The Cathedral has successfully managed the decrease in tourism and events income in 2020 and 2021.

**The Governance of the Cathedral**

The Cathedral is governed by a Board consisting of 9 elected members of the Vestry (the ‘parishioners’), 5 elected members of the Chapter (the clergy appointed by the Archbishop), and 4 Chapter officers (also appointed by the Archbishop). It is chaired by the Dean and appoints a Secretary from its members.

The Board is advised by several Committees (including the Governance Committee). The chairperson of the Finance Committee attends meetings of the Board as its Honorary Treasurer.

The principal executive roles in the Cathedral are those of the Dean and the Cathedral Administrator.

**The Role**

Christ Church Cathedral Dublin is seeking additional voluntary members of its Governance Committee, including a Committee Secretary.

The role of the Committee is to advise the Board:

(a) generally on governance requirements applicable to the Cathedral as a charity (and any companies which may be established), and in particular to bring it into full compliance with the Charities Governance Code; and,

(b) in 2022-2023 on the potential incorporation, and restructuring of governance, of the Cathedral Board.

The Committee advises the Board on governance. It has no delegated or executive responsibilities, save related to expenditure on governance.

Neither the Committee nor its members provide professional advice to the Board. Members of the Governance Committee are neither Board members nor Charity Trustees nor company directors.

**Essential skills and qualities for additional members (including Committee Secretary)**

* Commitment to the highest levels of charitable and corporate governance
* **An ability to understand the mission and work of the Cathedral as a religious charity is necessary. However, membership of the Church of Ireland, the Anglican Communion or of any particular denomination or religion is not a requirement.**

**Desirable skills/qualities/profile for additional members (including Committee Secretary)**

With respect to (a) above and to the role of Committee Secretary, the Committee is looking for the following skills: governance/legal/compliance/company secretarial. Desirable experience:

* professional legal, compliance or company secretarial experience (qualified solicitor, barrister, Chartered Secretary or Chartered Director with professional experience would be an advantage); or,
* previous experience in governance of charities, business or the public sector;

With respect to (a) and (b) above, the Committee is looking for the following experience and skills preferably obtained at a senior level in business, charities, relevant professions or the public sector:

* senior management/Board;
* strategic development/business;
* accounting/finance.

**General duties**

* **Comply with the Cathedral’s governing documents (Constitution of the Church of Ireland; Statutes of the Church of Ireland relevant to the Cathedral);**
* **Ensuring the Cathedral is complying with its charitable purpose for the public benefit**
* **Acting in the best interest of the Cathedral**
* **Acting with reasonable skill and care**

**Term of office**

Until Easter 2023, after which there is the possibility for renewal (pending creation of potential new Cathedral structures in 2023-2024).

**Existing Committee membership**

The Committee was initially established in 2020 to ensure compliance with the Charities Governance Code in 2021.

The current members of the Governance Committee are secular and ecclesiastical lawyers: Ciarán Toland SC, Diocesan Chancellor (*Committee Chairperson*); The Very Reverend Stephen Farrell, Dean of St Canice's Cathedral, Kilkenny (*Committee Vice-Chairperson*); The Reverend Robert Marshall, Diocesan Registrar.

These members will continue in office until 2023 and are eligible for renewal.

**Diversity**

**The Committee is committed to diversity in its appointments, in terms of: gender; age; ethnicity; and, sexual orientation.**

**Committee Meetings**

**There are 4 scheduled Committee meetings a year, dealing with normal governance business.**

**However, it is expected the bulk of the Committee’s work in 2022 will be conducted between June to October (which will consist of drawing options for the incorporation and future governance of the Cathedral, following receipt of a consultation report in June 2022, and for consideration by the Board in October 2022). Monthly meetings of the Committee or of a designated report-drafting sub-Committee will likely be required during that period.**

**Committee meetings are normally held by Zoom, and this is expected to continue throughout 2022.**

**Committee supports - administrative and professional**

The Committee members are not expected to undertake any administrative tasks, and may not provide professional advices or services.

The Committee is (and its future Secretary will be) assisted in its administration, agenda, minutes and record-keeping by a designated Cathedral staff member. The Committee is also assisted in its work by the Cathedral Administrator.

A significant 2022 budget has also been allocated by the Board for external legal, tax, accounting and facilitation purposes in respect of the Committee's work on incorporation.

With the approval of the Committee, the Cathedral Administrator:

(1) has recently engaged an external facilitator to lead a consultation exercise in the Cathedral on the potential governance reforms;

(2) in 2022 will engage external legal, tax and accounting advice in respect of incorporation.

**Application Deadline**

Applications are sought on and by 29th April 2022. Acceptances later than that date may be accepted. Applications should be made to governance@christchurch.ie and will be treated strictly in confidence.

**Queries**

Queries should be made to Ciarán Toland SC at governance@christchurch.ie and will be treated strictly in confidence. Queries will not be responded to during Holy or Easter Weeks.