



**Christ
Church
Cathedral**
Dublin

The Cathedral of the Holy Trinity
Founded c.1030

Christ Church Cathedral
Christchurch Place,
D08 TF98, Ireland

Tel +353 (01) 677 8099
welcome@christchurch.ie
christchurchcathedral.ie

Terms of Reference Fabric Committee

Introduction

This document sets out the roles and responsibilities of the Fabric Committee (“the Committee”). It provides guidance on the Committee’s purpose, roles, responsibilities, operations, tenure and obligations.

The ‘fabric’ of the cathedral comprises the structure of the buildings, all building material components comprising the external and internal envelope of the building including finishes, fixtures, features and fittings as well as certain loose furniture and fittings associated with the historic use of the cathedral. In some cases, the fabric will include building elements or features which are no longer in-situ but are in storage in other locations.

Role of the Committee

The Committee is established:

- (a) to report to and advise the Board in relation to the conservation of the Fabric of the Cathedral and its precincts;
- (b) to act as a repository of knowledge and expertise on the Fabric of the Cathedral;
- (c) to engage with relevant stakeholders within and outside the Cathedral community on the Fabric of the Cathedral



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Responsibilities of the Committee

- 1) To offer expert advice via the Committee to the Board, based on professional experience, practice and standing.
- 2) To offer support and advice to staff as they find solutions to fabric-related issues.
- 3) To support and advise the Surveyor of the Fabric to find solutions as he/she develops methodologies and plans works.
- 4) To liaise closely with the Cathedral Administrator on matters where the cathedral may wish to call on specific expertise

Powers of the Committee

Save as specified herein or as may be assigned by the Board, the Committee: advises the Board; exercises no delegated powers of the Board; does not administer budget nor expend monies; and, has no authority over staff. The Committee shall, upon reasonable request, be entitled to receive or inspect any document or records system of the Cathedral, including any document of the Board



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Membership

The membership of the Committee shall be determined by the Board, save that the Committee will have the authority to co-opt additional members subject to the prior consent of the Board.

The Committee shall consist of the Chairperson and not fewer than two and not more than four other persons.

Members of the Committee shall be appointed for a term until the first Board meeting following the Triennial Elections, and are eligible for re-appointment once.

The Administrator shall attend the meetings of the committee at the request of the Committee but is not a members and has no voting rights.



Expertise

Substantial experience of taking an advisory role in a complex organisation
Knowledge and experience of working in and with the cultural and heritage sectors, recorded monuments and protected structures, visitor attractions or a cathedral environment as well in an associated academic context.

Chairperson

The position of Chairperson will be decided at the first Board meeting following the Triennial Elections and shall be appointed for a term until the first Board meeting following the next Triennial Elections and is eligible for re-appointment as Chairperson or as a member of the Committee twice. Upon a vacancy, the Board shall appoint a Chairperson for the duration of the remaining term and such term shall not be taken into account in the calculation of any time limits.

The Board may nominate another member of the Committee as deputy Chair in their absence.

In the absence of the Chairperson, a meeting of the Committee may appoint a chairperson for the duration of the meeting.

Operation of the Committee

The Committee shall meet as frequently as necessary and at least four times every year.

Following any meeting of the Committee, it shall report to the Board of the Cathedral.

The Committee Chair has the power to call a meeting.

Providing every member can be seen and heard and their vote registered, the Committee may meet in person, by telephone or by electronic means, or by any hybrid of the foregoing.



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The agenda and copies of all Committee papers shall be sent to all members of the Committee, and to other attendees as appropriate, normally at least three working days before the meeting, unless otherwise agreed.

Not less than three Committee members, including the Chair, are required to form a quorum. Where a minimum quorum is present, a unanimous decision shall be required.

The Committee shall appoint its own Secretary from amongst its members, who shall be responsible for minute taking.

The Cathedral Administrator may delegate administrative support to a staff member with the agreement of the Committee Chairperson.