



**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

The History, Research and Learning Committee

Introduction

This document sets out the roles and responsibilities of the History, Research and Learning Committee ("the Committee"). It provides guidance on the Committee's purpose, roles, responsibilities, operations, tenure and obligations.

Role of the Committee

The Committee is established:

- (a) to report to and advise the Board in relation to: the history of the Cathedral; the presentation and promotion of the history of the Cathedral to the public;
- (b) to act as a repository of knowledge and expertise on the history of the Cathedral;
- (c) to engage with relevant stakeholders within and outside the Cathedral community

Responsibilities of the Committee

- 1) Working with the Cathedral Learning and Interpretation Department to assist and advise on the interpretation of the cathedral to the public. Specifically, over the next few years, helping to shape a comprehensive, long-term interpretative blueprint for the cathedral which will build on the work begun with the Failte Ireland Surprising Stories grant, implemented in 2021.
- 2) Promoting stronger relations between Christ Church and the wider museums/ heritage sector by opening and maintaining dialogue between the cathedral and relevant institutions and initiating project partnerships with them.
- 3) Serving as a conduit between the cathedral and the academic historical community and promoting active engagement with the history of the cathedral in an academic context. For example by keeping the cathedral abreast of relevant publications and developments pertinent to the history of Christ Church, attending and representing Christ Church at academic conferences, assisting in the development of lecture series and talks about the history of Christ Church and maintaining good relationships with academic institutions.
- 4) Working with the RCB Library in the maintenance and promotion of the cathedral's archival material and advising on records management, if appropriate. Maintaining, augmenting when appropriate, and promoting the cathedral's collection of historic artefacts, particularly but not exclusively its rare books, plate and paintings. Particular attention will be given to those historic artefacts housed in the Crypt and the Cathedral.
- 5) Working with the Research Advisor to ensure an appropriate response to all historical enquiries

- 6) Maintaining editorial oversight over cathedral publications and, within budgetary limits, encouraging and financing new publications relating to the cathedral.
- 7) Promoting the history and culture of the cathedral digitally, with a particular focus on the development of digital exhibitions and the facilitation of online talks and lectures.
- 8) Helping to plan and organise the programming and special projects which will mark the Cathedral's Millennium.

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.

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 and Head of Learning and Interpretation shall attend the meetings of the committee at the request of the Committee but are not members and have no voting rights.

Expertise

The Committee must have amongst its members a majority who have experience of history (including but not limited to ecclesiastical history and art history), architecture, archaeology or interpretation.

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.

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 fewer 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.