



LLYFRGELL GENEDLAETHOL CYMRU
THE NATIONAL LIBRARY OF WALES

APPOINTMENT OF TRUSTEES

Information for Candidates



"So! What makes you believe you can help the Library reach out to the public?"



INFORMATION FOR CANDIDATES: CONSTITUTION AND THE ROLE OF THE BOARD

Trustees are appointed to the National Library of Wales' Board of Trustees (the Library) in accordance with its *Royal Charter and Statutes* and every appointment is made by open selection.

The Board consists of fifteen Trustees, eight appointed by Welsh Government and seven by the Library.

The Trustees include the President, Vice President and Treasurer, collectively referred to as the Officers of the Library. The President and Vice President are appointed by Welsh Government in consultation with the Trustees, and the Treasurer by the Library in consultation with Welsh Government.

Trustees are required to fulfil the duties of a charity trustee, as defined and set out by the Charity Commission in the publication *The Essential Trustee*.

Trustees should also be aware of their obligations in light of the fact that the Library is a Welsh Government Sponsored Body. These are presented in the *Framework Document*, which explain the Terms and Conditions under which the Library receives funding from the Government.

The *Regulations* also explain the work of the Board and Trustees and outlines the responsibilities of the Chief Executive and Librarian.

The Library's *Corporate Governance Framework* explains in detail the Board's function and also contains the *Trustees Code of Conduct*.

The Board is supported by the Executive Team, which consists of the Chief Executive and Librarian and his two deputies. The Team is collectively responsible for ensuring that the Library achieves its corporate aims and objectives and fulfils its extensive functions and responsibilities effectively and efficiently.

ROLE DESCRIPTION : TRUSTEE

The Trustee's role and responsibilities can be summarised as follows;

- regular attendance at Board meetings including any other relevant meetings, and thorough preparation for those meetings
- a willingness to become a member of the sub-committees; the three standing committees are Audit and Risk, Financial Planning and Governance and Performance
- enthusiastic support for Library managers and staff
- representing the Library at public events
- promoting the Library's profile

- use their skills, knowledge and specialist experience for the Library's benefit
- facilitate contact with the Library's stakeholders
- contribute to decisions on policies, strategies and priorities relating to collections management, buildings and Library activities
- always conduct oneself in a way which inspires public confidence and which satisfies the public life standards of the Nolan principles

PERSON SPECIFICATION : TRUSTEES

To enable the Board to function effectively, it needs Trustees who have a wide range of competencies, expertise and experience. Trustees are expected to have a genuine interest in the work and affairs of the Library, and who can also:

- contribute effectively to discussions and debates and offer leadership where necessary
- willingness to work together with fellow-trustees
- sensitivity and awareness of public opinion on cultural matters
- management experience in an administration, business, organisational or other context
- conform to the highest standards of propriety

and an understanding or knowledge of the following:

- the cultural heritage sector in general and in particular the cultural heritage of Wales
- status of the Welsh language and the desire to make Wales a bilingual nation
- the role of Welsh Government and the National Assembly for Wales and their relationship with the Library
- functions and responsibilities of a registered charity
- dedication to equality matters and challenge differing practices

BACKGROUND

The National Library of Wales is one of Wales' foremost cultural organisations, and the main source of the nation's recorded information. It is an internationally acclaimed body, and contributes to a world wide network of information providers. The Library is unusual, if not unique, amongst national libraries in that it collects and gives access to information recorded in almost all formats – books, periodicals, newspapers, manuscripts and archives, maps, portraits, paintings and prints, photographs, moving and sound images, and electronic media. The Library is a Welsh Government Sponsored Body and also a registered charity and subject to Charity Law.

The Library's strategy tries to navigate a path for the development of the Library over the next five years. It offers a strategy which wishes to protect the Library's current essential work, while at the same time opening up the potential which the Library has to enrich the lives of the people of Wales, for the benefit of wider audiences and new users.

TERM OF APPOINTMENT

The appointment will be for a term of four years from the 1 February 2022.

TIME COMMITMENT AND LOCATION OF MEETINGS

Board meetings are currently held six times a year; they are public meetings and instantaneous translation is available. Trustees can take part in proceedings in Welsh or English. Meetings are held in hybrid form, and Trustees can participate either in person at the Library or virtually on an online platform. Meetings last for around three hours.

The Audit and Risk and Governance and Performance Committees meet four times a year, while the Financial Planning Committee meet three times a year; these meetings are all held virtually online.

REMUNERATION

Trustees are not currently remunerated but within the recognised limitations, may claim from the Library any travelling costs and other reasonable costs which may arise while undertaking Board duties. You may also be eligible to claim a refund of costs associated with childcare/care of the elderly/ carer while undertaking duties on behalf of the Board.

ASSISTANCE FOR MEMBERS WITH DISABILITIES

Every possible endeavour will be made to provide whatever assistance Trustees require to enable them to carry out their duties.

INDUCTION TRAINING

Successful candidates will be required to attend induction training sessions either at the Library or online.

PERFORMANCE APPRAISAL

The President will conduct a performance appraisal of all Trustees annually.

SELECTION PROCESS

It is the Library's policy to promote and integrate equal opportunities into every aspect of its work including appointing to the Board of Trustees. Applications from under represented groups including women, ethnic minority community groups and disability groups are welcomed and encouraged. The current gender imbalance of the Board (lack of female members) is of concern to us and we hope this recruitment process may allow us to adjust the balance, however, appointments are made on the basis of merit according to the principles of open and fair competition.

FURTHER INFORMATION AND ENQUIRIES

To obtain further information about the recruitment process or about the Library, contact Pedr ap Llwyd, Chief Executive and Librarian or Carol Edwards, Governance Manager and Clerk to the Board of Trustees, National Library of Wales on 01970 632923 or email to pedr.ap.llwyd@library.wales or carol.edwards@library.wales or you may wish to visit the Library's website: www.library.wales

APPLYING

Applications should be made by forwarding a CV and covering letter stating how you meet the specification for the role. You should include evidence of how your experience satisfies the criteria, by using examples of experiences in your personal or working life. Please pay attention to the specific criteria noted.

CLOSING DATE

The closing date for receipt of applications is 4.00p.m. on 17 November 2021.