

Statutory Position

Member of the Audit & Compliance Committee

Term

The member shall begin his/her term at the close of the General Assembly at which they were elected and remain in office for a period of four years unless he/she resigns, is dismissed by the General Assembly or ceases to be a member for any other reason.

Primary Policy Responsibility

To support and actively **review** policies which arise from FEI Bureau Meetings.

As a member of the Audit and Compliance Committee, to provide impartial advice to the Audit and Compliance Chair on all auditing matters, issues policies and procedures.

Key success factors/ The applicant should be able to show

- A university degree in finance or law or an alternative degree or qualification which demonstrates significant business and/or legal experience and expertise.
- Proficient in English
- A commitment to ethics, fair play and honesty;
- He/she is open-minded, innovative and "forward-thinking;"
- He/she understands the goals and mandate of the Committee and is willing to work toward promotion of transparency and accountability in the organisation, with no personal or national agenda.
- Time availability for the Committee,
- (i.e. attendance at committee meetings (2-3 days), daily access to email, willing to commit a 4-8 hours per week towards Committee work.)

Administrative Details

An annual travel and subsistence budget will be established by the CFO

Key Responsibilities

- To attend and actively participate at one Committee Meeting per year, unless otherwise requested by FEI HQ and to provide impartial advice on all policy matters;
- To access FEI HQ through the CFO;
- To maintain contact throughout the year through the CFO and to respond to FEI correspondence on Audit & Compliance related matters within a reasonable time-frame;
- To have up-to-date knowledge of the workings of FEI HQ and in particular all issues related to financial affairs as well administrative procedures and policies related to internal control;
- In cooperation with fellow members to develop policy plans, as tasked by the Chair and the CFO;
- To participate in the Committee Meetings with impartial advice on all policy matters;

Key Audit & Compliance Committee Responsibilities

- To comply with **Article 33** of the FEI Statutes;
- To have direct oversight responsibility for:
 - compliance with Statutes
 - compliance with Internal Regulations;
 - compliance with Policies and procedures;
 - compliance with Swiss law:
 - internal control and risk evaluation;
 - external auditors.
- To identify and control any risks and ensure that those are adequately managed;
- To ensure that all the procedures, rules and regulations approved by the Bureau, and the General Assembly are followed by all the members of the Bureau, Executive Board, Committees, Working Groups and HQ;
- To ensure that there are sufficient and adequate processes for the identification of financial and internal control risks;
- To monitor FEI procedures for safeguarding the value of FEI's assets through the proper management of the FEI investment portfolio.

Position Constraints

- To sign a responsibility and acceptance document which includes key responsibilities following election.
- To not exceed travel and subsistence budget, unless authorised by the Bureau;
- To acknowledge that the Bureau is to provide policy and FEI HQ to provide the day to day management of FEI business;
- To update the Conflict of Interest Statement annually or as necessary;
- May not sit on more than 1 Standing Committee at the same time or hold another position within the Bureau or FEI Headquarters;
- May not serve more than 2 full terms in the same function without a break of 2 years;
- May not represent the interests of a National Federation in policy and judgment.