
STATUTORY POSITION

CHAIR OF AUDIT & COMPLIANCE COMMITTEE
AND
EX-OFFICIO BOARD MEMBER

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A. JOB SPECIFICATIONS

1. TERM

The term will begin at the close of the General Assembly at which the Audit & Compliance Committee Chair (the "Chair") has been elected and remain in office for a period of 4 years, to conclude at the end of their fourth annual ordinary General Assembly, unless the Chair resigns, is removed by the Board, is dismissed by the General Assembly or ceases to act as Chair for any other reason.

2. PRIMARY RESPONSIBILITIES

To act in accordance with the role, functions and responsibilities as Chair and Board Member set out in FEI Rules and Regulations.

3. KEY REQUIREMENTS

The Applicant must:

- 3.1. Have a university degree in finance or law as alternative degree or qualification which demonstrates significant business and/or legal experience and expertise;
- 3.2. Be proficient in the English language;
- 3.3. Have availability to attend numerous meetings (General Assembly, Board, Stakeholders, Forums, etc.);
- 3.4. Have analytical and evaluation skills;
- 3.5. Have strong problem-solving skills;
- 3.6. Be proactive and reactive with the ability to drive assignments to completion using creativity/innovation;
- 3.7. Understands the goals and mandate of the Committee and have willingness to work toward promotion of transparency and accountability in the organisation, with no personal or national agenda;
- 3.8. Be experienced in the management of people;
- 3.9. Excellent communications skills;
- 3.10. Ability to deal with challenging situations;
- 3.11. Have a commitment to ethics, fair play and honesty;
- 3.12. Have a long-term vision for the sport aligned with the FEI Strategy;
- 3.13. Have ability to work flexible hours;
- 3.14. Have working knowledge of computer skills and be proficient in the use of: email, spread sheets, PowerPoint and Word;
- 3.15. Have experience in budgeting.

4. AS AUDIT & COMPLIANCE CHAIR

4.1. AUDIT & COMPLIANCE COMMITTEE FUNCTIONS & POWERS

- 4.1.1. Have direct oversight responsibilities for internal control, internal audit, external Auditors and compliance with FEI Rules and Regulations, Policies and procedures;
- 4.1.2. Issue Internal Regulations setting forth its organisation and processes compatible with established auditing principles and standards, for approval by the General Assembly according to Article 10.1 (xix) of the FEI Statutes.

4.2. ROLES OF THE AUDIT & COMPLIANCE COMMITTEE CHAIR

- 4.2.1. The Chair reports to the General Assembly and to the Board;
- 4.2.2. To be familiar with and comply with all relevant FEI Rules and Regulations related to their role;
- 4.2.3. To have direct oversight of internal and external auditing practices;
- 4.2.4. To maintain contact throughout the year with Headquarters through the CFO and to respond to FEI correspondence within a reasonable time-frame;
- 4.2.5. To attend and be present throughout Board Meetings (in-person and teleconferences), General Assemblies and all meetings related to their function or requested by the FEI;
- 4.2.6. To chair and oversee the Committee in order to comply with its responsibilities under the FEI Statutes, including coordinating the Committee's activities to provide input;
- 4.2.7. To chair at least two in-person Committee Meeting per year, unless otherwise specified by the Secretary General;
- 4.2.8. To act as mediator in case of conflict within their Committee;
- 4.2.9. To support FEI Solidarity Programme initiatives;
- 4.2.10. To attend and participate actively in workshops, and other such meetings in the context of the FEI General Assembly or other functions;

5. AS EX-OFFICIO BOARD MEMBER

5.1. BOARD FUNCTIONS AND POWERS

- 5.1.1. Define the general strategy, business and sport policy of the FEI;
- 5.1.2. Monitor and assess the performance of Management of Headquarters against goals established together with the Secretary General and the President;
- 5.1.3. Recommend the budget for approval by the General Assembly;
- 5.1.4. Monitor the implementation of the Resolutions of the General Assembly;
- 5.1.5. Propose items for the Agenda of the General Assembly (as per FEI Statutes Article 13);
- 5.1.6. Propose amendments to the FEI Statutes and General Regulations;
- 5.1.7. Approve the Sport Rules that cannot wait the General Assembly and are required by the IOC and the Sport Rules for Series;
- 5.1.8. Consider, and when appropriate approve, proposals of Standing Committees;
- 5.1.9. Establish the regulations governing the internal organisation and functioning of the Board, Headquarters and Committees further to Article 20.2 of the FEI Statutes, and any amendment thereto;
- 5.1.10. Appoint eligible Candidates as members of the Technical Committees, further to the recommendation of the Nomination Committee, including Chairs who are not elected by the General Assembly;
- 5.1.11. To appoint the Chair of the Athletes' Committee further to the FEI Statutes, Article 6.9.2.
- 5.1.12. Remove members of Standing Committees further to the FEI Statutes, Article 31.12;
- 5.1.13. Remove members of the Board further to the FEI Statutes, Article 24.15;
- 5.1.14. Suspend, provisionally suspend and/or remove any FEI elected office holder in cases of (including allegations of) serious misconduct such as, but not limited to, violation of FEI Code of Ethics, FEI Code on the Prevention of the Manipulation of Competitions, FEI Code of the Welfare of the Horse, FEI Safeguarding Policy

- against Harassment and Abuse, acts defined as criminal by the relevant national law, fraud of any kind, and violence further to Article 20.1 (xii) of the FEI Statutes
- 5.1.15. Approve the appointment of the Secretary General further to the FEI Statutes, Article 22.4;
 - 5.1.16. Approve the remuneration of the President, if applicable;
 - 5.1.17. Set deadlines for submission of candidacies to positions on the Board & Standing Committees;
 - 5.1.18. Appoint and remove the members of the Equine Prohibited Substances List Group further to the recommendations of the Veterinary Committee;
 - 5.1.19. Appoint the Chair of the Athletes' Committee, Article 6.9.2 of the Internal Regulations of the FEI;
 - 5.1.20. Elect the Chair of the Nominations Committee, Article 6.1.1 ii of the Internal Regulations of the FEI; and
 - 5.1.21. Recommend the approval and removal of an Equestrian Discipline.

5.2. KEY RESPONSIBILITIES CONCERNING THE BOARD

- 5.2.1. To attend Board Meetings (annually: in-person -2- and teleconferences – 10 to 13 approximately);
- 5.2.2. To participate in the Board Meetings with impartial advice;
- 5.2.3. To undertake assignments as tasked by the President, Board or Executive Board; and
- 5.2.4. On instruction of the President, to represent the FEI and/or the President where requested.

6. DUTIES OF THE POSITIONS

- 6.1. To sign at the time of the submission of the candidature this document which includes a non-disclosure of confidential information (Annex I) and a conflict of interest disclosure statement (Annex II) and send it together with the Candidacy document by the established deadline;
- 6.2. If elected for the first Term, to attend the integration meeting organised by FEI Headquarters, take the "What is the FEI" course in FEI Campus as well as other courses that the FEI may identify from time to time;
- 6.3. As an FEI elected Official to undertake to respect all FEI Rules and Regulations, as well as the FEI Code of Ethics and Conflict of Interest Policy (see Appendix 3 – Internal Regulations of the FEI). Particularly to commit to avoid any actual or perceived conflict of interest. To maintain a neutral, independent and fair position towards all FEI constituents. Financial and/or personal interests shall never influence the Chair's duties as Chair and the Chair shall take all reasonable efforts to avoid any such perception. In this sense to update the Conflict of Interest Statement annually or as necessary;
- 6.4. To refrain at all times from making any statements either written or oral, including but not limited to the media or in social media, or behaving in any way or taking any actions or omitting to take any action, that might cause harm to the FEI or to equestrian sport in general. This includes statements that might create a perception of bias;
- 6.5. As Board member to provide an unbiased opinion and not represent the interest of any specific stakeholder or third parties;
- 6.6. To remain neutral when performing their duties and may not represent the interest of any specific stakeholder;
- 6.7. To acknowledge that the Curriculum Vitae (without contact details information) of appointed/elected bodies are published on Inside.fei.org and available to the public.
- 6.8. To acknowledge that the Board is to provide policy and Headquarters to provide the day-to-day management of FEI business;

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- 6.9. May not officiate at World and Continental Championships, FEI World Cup™ Finals, FEI Nations Cup™ Finals Olympic Games, Paralympics and Regional Games;
- 6.10. May not have a vote or a proxy on behalf of a National Federation;
- 6.11. A Board member other than the President may be removed from the Board in the event the Member is unavailable for 3 consecutive Board meetings and/or further to Article 20.1 xii) of the FEI Statutes;
- 6.12. In addition to the foregoing and notwithstanding any other provision of the FEI Rules and Regulations, the FEI reserves the right to take appropriate measures in relation to the Chair in the case of any non-compliance by the Chair with the terms of this Responsibility Acceptance. Such measures include, but are not limited to:
 - 6.12.1. removal;
 - 6.12.2. the imposition of a Provisional Suspension;
 - 6.12.3. the imposition of a Final Suspension.
- 6.13. The Chair shall not serve on other Committees or hold another position within the Board or Headquarters;
- 6.14. Cannot serve more than 3 full 4 years terms without a break of at least 4 years (filling a vacancy for any period of less than 3 years does not count as a full Term);
- 6.15. This position is honorary and carries no remuneration (apart from the annual fixed indemnity mentioned above). Reasonable expenses incurred while fulfilling the functions of a member of the Committee shall be met by the FEI; and
- 6.16. To not exceed travel and subsistence budget, unless authorised by the Board.

7. ADMINISTRATIVE DETAILS

In order to support the Chair in the delivery of their duties, an annual fixed indemnity as per the FEI Fixed Indemnity Policy (available here <https://inside.fei.org/fei/about-fei/structure/fei-board/fixed-indemnity-policy>) will be provided. Any FEI related and approved travel is covered by the FEI as per the Travel Policy which the Chair agrees to comply with.

B. ANNEX I - NONDISCLOSURE OF CONFIDENTIAL INFORMATION

“Confidential Information” shall include but not be limited to any and all specifications, commercial and technical or non-technical data, contracts or other agreements, financials, business plans and analysis, drawings, product and service concepts and configurations, marketing proposals, documentation, or other technical or business information in relation to the FEI and the Committee, which is marked with an indicator such as “Confidential” or identified as such by the FEI President and/or FEI Secretary General, but excluding information which:

- is or comes into the public domain otherwise than by disclosure or default by the Chair of the Committee;
- was or is lawfully obtained or available from a third party who was lawfully in possession of the same and free to disclose it; or
- was already known to the Chair of the Committee as evidenced by written record pre-dating such disclosure.

The Chair of the Committee will not disclose any Confidential Information to third-parties other than persons under appropriate burden of confidentiality and who are required to have the information in order to carry out the discussions regarding the Committee. The Chair will take all reasonable measures and such measures shall include the highest degree of care to protect the secrecy of and avoid disclosure or use of Confidential Information in order to prevent it from falling into the public or the possession of persons other than those persons authorised to have any such information.

The Chair will notify the President and the Secretary General in writing of any misuse or request of disclosure of Confidential Information, which may come to the Chair’s attention.

I have read and understood this Responsibility Acceptance and accept the responsibilities and constraints listed above. I recognise that I might be removed or suspended from the position for which I was elected if I do not comply with these responsibilities and constraints.

C. ANNEX II – CONFLICT OF INTEREST DISCLOSURE STATEMENT

1. Do you or a member of your immediate family transact business with or provide services to the FEI, one of its National Federations, an organiser of FEI events, and/or a sponsor of FEI Events? Please list the relevant entities or persons below and describe the dealings. If none, please state "none".

2. Are you or a member of your immediate family an officer, partner, director, trustee, owner (in the case of public companies, of at least 5% of total equity), beneficial owner, consultant or employee of any person or entity that does business with or provides services to the FEI, one of its National Federations, an organiser of FEI events, and/or a sponsor of FEI events? Please list the relevant entities or persons below and describe the dealings. If none, please state "none".

3. Is there any other relationship or matter not disclosed above that might be perceived to compromise your obligations to the FEI or its National Federations, competitors, owners, organisers, officials and/or sponsors? If none, please state "none".

I have read and understood the FEI Conflict of Interest Policy (see [Internal Regulations of the FEI](#): Chapter 8 and Appendix 3) and certify that the answers to the questions above are complete and fully reflect any conflicts of interest as defined in this policy. I understand that this document must be submitted annually to the FEI Secretary General and that I have a responsibility to update it as often as necessary in the interim should my circumstances change. Refusal to provide the requested information, failure to timely update such information or provision of incomplete information is a violation of the policy and may result in removal from the Board, Executive Board, Committee, Subcommittee, or other relevant body including but not limited to working groups or task forces or employment.

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AUDIT & COMPLIANCE COMMITTEE CHAIR
& EX-OFFICIO BOARD MEMBER**

D. SIGNATURE

Name

FEI Position for which I apply

Signature