1. **TERM**

The term will begin at the close of the General Assembly at which the Committee Chair (the “Chair”) has been elected and remain in office for a period of four years, unless he/she resigns, are dismissed by the General Assembly or cease to act as Chair for any other reason.

2. **PRIMARY RESPONSIBILITIES**

**AS BOARD MEMBER**

As an ex-officio and independent Board Member to identify and control any risks as well as to ensure that those are adequately managed within the organisation.

**AS CHAIR OF THE COMMITTEE**

To advise the President, the FEI Board (the “Board”), the Secretary General and/or the Finance Department on all finance, management and administration and oversight of these areas within the FEI.

To lead the Committee comprised of 3 members who collectively have appropriate experience in audit and compliance.

The Chair shall report to the FEI Board and the General Assembly.

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 a commitment to ethics, fair play and honesty;

3.4. Have working knowledge of computer skills and be proficient in the use of: email, spreadsheets, PowerPoint and Word;

3.5. Have ability to work flexible hours;

3.6. Be open minded, “forward thinking” and self-starter with the ability to drive Committee 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. Have time availability for the Committee (i.e. attendance at 2 committee meetings of 2-3 days including travel day, daily access to email, willing to commit 1-2 days per month for Committee work).

4. **ADMINISTRATIVE DETAILS**

In order to support the Chair in the delivery of his/her duties, an annual fixed indemnity as per the FEI Fixed Indemnity Policy (available here [https://inside.fei.org/fei/about-fei/governance-structure/structure/my-fei-structure](https://inside.fei.org/fei/about-fei/governance-structure/structure/my-fei-structure)) will be provided, and an annual travel and subsistence budget will be proposed by the Secretary General for approval by the Board.
5. **KEY RESPONSIBILITIES CONCERNING THE BOARD**

5.1. To attend Board Meetings when required (in person and teleconferences);
5.2. To participate in the Board Meetings with impartial advice on all policy matters;
5.3. To develop policy plans, as tasked by the President, for inclusion in Board Meetings; and
5.4. On instruction of the President and within the travel and subsistence budget, to represent the FEI and/or the President where requested.

6. **KEY RESPONSIBILITIES CONCERNING THE COMMITTEE**

6.1. To be familiar with and comply with all relevant FEI Rules and Regulations related to his/her role;
6.2. To have direct oversight of internal and external auditing practices;
6.3. To maintain contact throughout the year with Headquarters through the CFO and to respond to FEI correspondence within a reasonable time-frame;
6.4. To have sufficient available time to commit to the Committee;
6.5. 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;
6.6. To chair at least two in-person Committee Meeting per year, unless otherwise specified by the Secretary General;
6.7. To propose amendments to Internal Regulations for submission and approval at the next General Assembly;
6.8. To attend Board Meetings (in person and teleconferences), General Assemblies and all meetings related to their function;
6.9. To be aware of all FEI activities (Sport, FEI Solidarity, Legal, Veterinary, etc.) relevant to his/her role in order to help his/her Committee to further develop;
6.10. To communicate with Headquarters, Group Chairs and other Technical Committee Chairs;
6.11. To act as mediator in case of conflict within the Committee;
6.12. To support the design and operation of the FEI Solidarity Programme;
6.13. To appoint a Deputy Chair from among the members of the Committee with whom he/she shall work closely and cooperate in furtherance of the tasks and responsibilities above. The Deputy Chair shall attend Board meetings solely in the event of the unavoidable absence of the Chair. The Deputy Chair may not vote at Board meetings.

7. **KEY EX OFFICIO BOARD RESPONSIBILITIES**

7.1. Define the general strategy, business and sport policy of the FEI;
7.2. Monitor and assess the performance of Management of Headquarters against goals established together with the Secretary General and the President;
7.3. Recommend the budget for approval by the General Assembly;
7.4. Monitor the implementation of the Resolutions of the General Assembly;
7.5. Propose items for the Agenda of the General Assembly (as per FEI Statutes Art. 13);
7.6. Propose amendments to the FEI Statutes and General Regulations;

8. **KEY COMMITTEE RESPONSIBILITIES**

To have direct oversight responsibility for:

8.1. compliance with Statutes;
8.2. compliance with Internal Regulations;
8.3. compliance with policies and procedures;
8.4. compliance with Swiss law;
8.5. internal control and risk evaluation;
8.6. external auditors;
8.7. To identify and control any risks and ensure that those are adequately managed;
8.8. 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 Headquarters;

8.9. To ensure that there are sufficient and adequate processes for the identification of financial and internal control risks;

8.10. To monitor FEI procedures for safeguarding the value of FEI assets through the proper management of the FEI investment portfolio;

8.11. To have up-to-date knowledge of the workings of Headquarters and in particular all issues related to financial affairs as well administrative procedures and policies related to internal control;

8.12. To participate in the Committee meetings with impartial advice on all policy matters.

9. POSITIONS CONSTRAINTS

9.1. To sign a responsibility and acceptance document which includes key responsibilities following election as well as a conflict of interest disclosure statement;

9.2. 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;

9.3. 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;

9.4. As Board member to provide an unbiased opinion and not represent the interest of any specific stakeholder or third parties;

9.5. To remain neutral when performing his/her duties as member and may not represent the interest of any specific stakeholder;

9.6. 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.

9.7. To acknowledge that the Board provides policy and Headquarters provides the day to day management of FEI business;

9.8. May not officiate at World and Continental Championships, FEI World Cup™ Finals, FEI Nations Cup™ Finals Olympic Games, Paralympics and Regional Games;

9.9. May not have a vote or a proxy on behalf of a NF;

9.10. A Board member other than the President may be removed from the Board in the event he or she is unavailable for 3 consecutive Board meetings and/or further to Article 20.1 xii) of the FEI Statutes;

9.11. 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:
   o removal;
   o the imposition of a Provisional Suspension;
   o the imposition of a Final Suspension.

9.12. Cannot hold the simultaneous position of Technical Chair and Group Chair;

9.13. May not be a member of the Nominations Committee during their term as Chair;

9.14. 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 three (3) years does not count as a full Term);

9.15. 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
9.16. To not exceed travel and subsistence budget, unless authorised by the Board.