
STATUTORY POSITION

MEMBER OF THE AUDIT & COMPLIANCE COMMITTEE

1. 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.

2. PRIMARY POLICY RESPONSIBILITY

To support and actively endorse policies which arise from the FEI Bureau.

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

The Committee reports to the Bureau through its Chair unless the Chair is not present, in which case the given Committee shall report through the Secretary General.

3. KEY SUCCESS FACTORS

The Applicant should be able to show:

- 3.1. A university degree in finance or law or an alternative degree or qualification which demonstrates significant business and/or legal experience and expertise;
- 3.2. Proficient in English;
- 3.3. A commitment to ethics, fair play and honesty;
- 3.4. He/she is open-minded, innovative and "forward-thinking";
- 3.5. 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;
- 3.6. Time availability for the Committee (i.e. attendance at committee meetings (5-6 days including travel), daily access to email, willing to commit an estimated 6 hours per month (high estimate) towards Committee work)

4. ADMINISTRATIVE DETAILS

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

5. KEY RESPONSIBILITIES

- 5.1. To be familiar with and comply with all relevant FEI Rules and Regulations related to his/her role, particularly, but not only, with the Internal Regulations of the ACC.
- 5.2. To attend and actively participate at Committee meetings (in person and teleconferences) and to provide impartial advice on all policy matters;
- 5.3. To maintain contact throughout the year with Headquarters through the CFO and to respond to FEI correspondence on Audit & Compliance related matters within a reasonable time-frame;
- 5.4. 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;
- 5.5. To develop policy plans, as tasked by the Chair and the CFO;
- 5.6. To participate in the Committee meetings with impartial advice on all policy matters.

6. KEY COMMITTEE/OTHER GOVERNING BODY RESPONSIBILITIES

To have direct oversight responsibility for:

- 6.1. compliance with Statutes;
- 6.2. compliance with Internal Regulations;
- 6.3. compliance with policies and procedures;
- 6.4. compliance with Swiss law;
- 6.5. internal control and risk evaluation;
- 6.6. external auditors;
- 6.7. To identify and control any risks and ensure that those are adequately managed;
- 6.8. 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;
- 6.9. To ensure that there are sufficient and adequate processes for the identification of financial and internal control risks;
- 6.10. To monitor FEI procedures for safeguarding the value of FEI assets through the proper management of the FEI investment portfolio.

7. POSITIONS CONSTRAINTS

- 7.1. To sign a responsibility and acceptance document which includes key responsibilities following appointment as well as a conflict of interest disclosure statement.
- 7.2. As an FEI appointed 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 officiating duties and shall spare no effort to avoid any such perception. In this sense to update the Conflict of Interest Statement annually or as necessary;
- 7.3. In the course of the duties or when representing the FEI to refrain from making any public statements, including to the media or in social media, that might cause harm to the FEI or to equestrian sport in general. This includes statements that might create a perception of bias;
- 7.4. Shall remain neutral when performing his duties as member and may not represent the interest of any specific stakeholder or third parties;
- 7.5. To acknowledge that the Curriculum Vitae (without contact details information) of appointed bodies are published on Inside.fei.org and available to the public;
- 7.6. To acknowledge that the Bureau is to provide policy and Headquarters to provide the day to day management of FEI business;
- 7.7. May not sit on more than 1 Standing Committee at the same time or hold another position within the Bureau or Headquarters;
- 7.8. May not serve more than 2 consecutive full terms in the same function without a break of 2 years;
- 7.9. This position is honorary and carries no remuneration. Reasonable expenses incurred while fulfilling the functions of a member of the Committee shall be met by the FEI;
- 7.10. To not exceed travel and subsistence budget, unless authorised by the Bureau.