JOB SPECIFICATIONS
AUDIT & COMPLIANCE COMMITTEE MEMBER

STATUTORY POSITION

MEMBER OF THE AUDIT & COMPLIANCE COMMITTEE

1. TERM

The term will begin at the close of the General Assembly at which the Committee Member (the "Member") 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 Member for any other reason.

2. PRIMARY POLICY RESPONSIBILITY

To support and actively endorse policies which arise from the FEI Board (the “Board”).

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 Board through its Chair unless the Chair or his or her deputy 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

In order to support the Member in the delivery of his/her duties, an annual fixed indemnity as per the FEI Policy 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

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.
6.11. 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;
6.12. To participate in the Committee meetings with impartial advice on all policy matters.

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 the Member’s duties as Member and the Member shall take all reasonable efforts to avoid any such perception. In this sense to update the Conflict of Interest Statement annually or as necessary;
7.3. 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.
7.4. To remain neutral when performing his/her duties as member and may not represent the interest of any specific stakeholder;
7.5. 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.
7.6. To acknowledge that the Board provides policy and Headquarters provides the day to day management of FEI business;
7.7. 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 Member in the case of any non-compliance by the Member 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.
7.8. Cannot serve on more than 1 Standing Committee at the same time;
7.9. Cannot serve more than 2 full terms without a break of at least 2 years;
7.10. 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;

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