JOB SPECIFICATIONS
DRIVING COMMITTEE MEMBER

STATUTORY POSITION
MEMBER OF THE DRIVING TECHNICAL COMMITTEE

1. TERM
The term will begin at the close of the General Assembly at which the Committee Member (the “Member”) has been appointed and remain in office for a period of 4 years, unless he/she resigns, is dismissed by the General Assembly or ceases 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”).

To assist the Chair of the Driving (the “Discipline”) Technical Committee (the “Committee”) and the Discipline Director in the advancement of the Discipline internationally.

The Committee reports to the Board through its Chair unless the Chair or his/her deputy is not present, in which case the given Committee shall report through the FEI Secretary General.

3. KEY SUCCESS FACTORS
The Applicant must:

3.1. Have proven knowledge and experience in the Discipline at the International level, such as, but not limited to, Official, Organiser, Athlete, Trainer, Owner, Groom or Chef D’Equipe for at least 5 years;
3.2. Have good knowledge of the Discipline Rules and General Regulations;
3.3. Be proficient in the English language;
3.4. Have knowledge and interest in development work;
3.5. Have a commitment to ethics, fair play and honesty;
3.6. Be open-minded, innovative and “forward-thinking” as well as have ability to work as part of a team;
3.7. Have an understanding of the goals and mandate of the Committee and willingness to work toward promotion of the welfare of the horse and the growth and development of the Discipline globally, with no personal or national agenda;
3.8. Have time availability for the Committee such as, but not only, attendance at committee in-person meetings 1-3 times per year, 2-3 days including travel day, attendance at telephone conferences, daily access to email, willing to commit approximately 4-8 hours per fortnight for 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 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
5.1. To be familiar with and comply with all relevant FEI Rules and Regulations related to his/her role;
5.2. To maintain contact throughout the year with Headquarters through the Discipline Director and to respond to FEI correspondence on Discipline related matters within a reasonable time-frame;
5.3. To have sufficient available time to commit to the Committee;
5.4. To attend and actively participate at Committee meetings (in-person and teleconferences) and to provide impartial advice on all policy matters;
5.5. To ensure that the Committee is populated from a broad spectrum and taking into consideration the advice of the Nomination Committee;
5.6. To develop policy plans, as tasked by the Chair and the Discipline Director;
5.7. To undertake tasks as assigned by the Chair and Discipline Director;
5.8. To support the Chair and Discipline Director and Solidarity Director in Solidarity matters.

6. **KEY COMMITTEE RESPONSIBILITIES**

The Committee shall advise the Headquarters on the following:

6.1. The establishment and amendment of rules for international Events including Olympic Games, Paralympic Games, Multisport Games, FEI Named-Events and FEI competitions and specific rules for the different categories of athletes;
6.2. Appointment, education, monitoring, demotion, suspension and removal from the list of Officials;
6.3. Education of FEI Officials;
6.4. Management of International Events in the Discipline;
6.5. Development of the Discipline;
6.6. Development of Olympic & FEI Solidarity programmes;
6.7. Recommendation on the allocation of FEI Named-Events to the Board;
6.8. In cooperation with Headquarters, preparation every year of an annual activity plan to be submitted to the Board, and reporting to it annually on progress;
6.9. Conduction of any other tasks assigned to the Committee by the Board, as reflected in the Internal Regulations of the FEI;
6.10. Any advice requested by Headquarters.

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 1 full 4 years term without a break of at least 2 years (filling a vacancy for any period of less than 3 years does not count as a full term);
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.