STATUTORY POSITION

MEMBER OF THE MEDICAL 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 four years, unless the Member resigns, is removed by the Board 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”).

To assist the Chair of the Committee and the Legal Department to contribute to establishing anti-doping and athlete health and welfare policies.

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 should be able to show:

3.1. Must be either:
   • a medical doctor, with significant experience in sport medicine, preferably in horsesport; or
   • an athlete with a strong interest in anti-doping and athlete health and welfare matters.

3.2. Analytical and evaluation skills;

3.3. Must be proficient in the English language;

3.4. Must have working knowledge of computer skills and be proficient in the use of: email and Word;

3.5. Strong problem solving skills;

3.6. A commitment to ethics, fair play and honesty;

3.7. Open-minded, innovative and “forward-thinking”;

3.8. An understanding of the goals and mandate of the Committee and willingness to work toward promotion of transparency and accountability in the FEI, with no personal or national agenda;

3.9. Ability to work flexible hours;

3.10. Time availability for the Committee (such as, but not only, attendance at committee meetings 1-2 times per year, 2-3 days including travel day, attendance at telephone conferences, daily access to email, willing to commit a 2-6 hours per week for Committee work. Occasional projects may require a greater commitment).

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 (available here https://inside.fei.org/fei/about-fei/structure/fei-board/fixed-indemnity-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;
5.2. To maintain contact throughout the year with Headquarters through the Legal Director and to respond to FEI correspondence on Medical 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 help develop policy plans, as tasked by the Chair and the Legal Director;
5.7. To undertake tasks as assigned by the Chair and Legal Director; and
5.8. To provide impartial advice on all policy matters.

6. **KEY COMMITTEE RESPONSIBILITIES**
6.1. To act as the Therapeutic Use Exemption (TUE) Panel of the FEI (including evaluation and decision on the approval or denial of TUE requests);
6.2. To advise the FEI Headquarters on matters relating to the health and welfare of human athletes and human anti-doping;
6.3. For the Members who are medical doctors, to serve as medical advisor on ad hoc committees when requested by Headquarters;
6.4. To oversee human testing conducted by the FEI;
6.5. In cooperation with Headquarters, to prepare every year an annual activity plan to be submitted to the Board, and to report to the Board annually on progress.
6.6. To conduct any other tasks assigned to the Committee by the Board, as reflected in the Internal Regulations of the FEI.

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); and in particular 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. Shall remain neutral when performing his 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 is to provide policy and Headquarters to provide 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 term without a break of at least 2 years;
7.10. This position is honorary and carries no remuneration (apart from the Per Diems 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.