JOB SPECIFICATIONS
PARA EQUESTRIAN COMMITTEE CHAIR
AND THEREBY BOARD MEMBER

STATUTORY POSITION

CHAIR OF THE PARA EQUESTRIAN TECHNICAL COMMITTEE

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 4 years, unless he/she resigns, is dismissed by the General Assembly or ceases to act as Chair for any other reason.

2. PRIMARY RESPONSIBILITIES

AS BOARD MEMBER

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

AS CHAIR OF THE COMMITTEE

To advise the President and Board on Equestrian Policy matters and to support the Secretary General, the Para Equestrian Solidarity Director and the Solidarity Director at Headquarters in their running of Para Equestrian Sport and the FEI Solidarity Programme.

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

3. KEY REQUIREMENTS

The Applicant must:

3.1. Be active within horse sport either as an FEI Official, Athlete, Owner, Trainer, etc;
3.2. Be proficient in the English language;
3.3. Have working knowledge of computer skills and be proficient in the use of: email, spread sheets, PowerPoint and Word;
3.4. Have ability to work flexible hours;
3.5. Have strong problem solving skill;
3.6. Be self-starter with the ability to drive Committee assignments to completion using creativity/innovation;
3.7. Have experience in management of people;
3.8. Have long term vision for the sport.

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) 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 maintain contact throughout the year with Headquarters through the Para Equestrian Director and to respond to FEI correspondence on Para Equestrian related matters within a reasonable time-frame;

6.3. To have sufficient available time to commit to the Committee;

6.4. 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;

6.5. To chair at least one in-person Committee Meeting per year, unless otherwise specified by the Secretary General;

6.6. To attend Board Meetings (in-person and teleconferences), General Assemblies and all meetings related to their function;

6.7. To be aware of all FEI activities (Sport, FEI Solidarity, Legal, Veterinary, etc.) relevant to his/her role in order to help his/her Discipline to further develop;

6.8. To communicate with Headquarters, Group Chairs and other Technical Committee Chairs;

6.9. To ensure that the Committee is populated from a broad spectrum and taking into consideration the advice of the Nomination Committee;

6.10. To act as mediator in case of conflict within the Committee;

6.11. To support the design and operation of the FEI Solidarity Programme;

6.12. 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 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;

7.7. Approve the Sport Rules that cannot wait the General Assembly and are required by the IOC and the Sport Rules for Series;

7.8. Consider, and when appropriate approve, proposals of Standing Committees;

7.9. Establish the regulations governing the internal organisation and functioning of the Board, Headquarters and Committees further to Article 20.2 of the FEI Statutes, and any amendment thereto;

7.10. Appoint eligible Candidates as members of the Technical Committees, further to the recommendation of the Nomination Committee, including Chairs who are not elected by the General Assembly;

7.11. Remove members of Standing Committees further to the FEI Statutes, Article 31.12;

7.12. Remove members of the Board further to the FEI Statutes, Article 24.15;

7.13. To suspend, provisionally suspend and/or remove any FEI elected office holder in cases of (including allegations of) serious misconduct such as, but not limited to, violation of FEI Code of Ethics, FEI Code on the Prevention of the Manipulation of Competitions, FEI Code of the Welfare of the Horse, FEI Safeguarding Policy against Harassment and Abuse, acts defined as criminal by the relevant national law, fraud of any kind, and violence;
7.14. Approve appointment of Secretary General further to the FEI Statutes, Article 22.4;
7.15. Approve the remuneration of the President, if applicable;
7.16. Set deadlines for submission of candidacies to positions on the Board & Standing Committees;
7.17. Appoint and remove the members of the Equine Prohibited Substances List Group further to the recommendations of the Veterinary Committee; and
7.18. Recommend the approval and removal of an Equestrian Discipline.

8. KEY COMMITTEE RESPONSIBILITIES

The Committee shall advise the Headquarters on the following:

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

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:
   - removal;
   - the imposition of a Provisional Suspension;
   - 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.