STATUTORY POSITION

CHAIR OF REGIONAL GROUP AND BOARD MEMBER

1. **TERM**

The term will begin at the close of the General Assembly at which the Regional Group 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 GROUP**

To lead by encouraging participation from all NFs of his/her region and to develop close contact and opportunities with each NF of his/her region, regardless of economic and sporting status or any other differences. The Chair represents his/her Regional Group and thereby the interest of his/her region.

Group Chairs report to the Board.

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, spreadsheets, 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 Regional Group (the “Group”) assignments to completion using creativity/innovation;
3.7. Have experience in budgeting;
3.8. Have experience in management of people;
3.9. 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/structure/fei-board/fixed-indemnity-policy](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 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 GROUP**

6.1. To be familiar with and comply with all relevant FEI Rules and Regulations related to
his/her role;
6.2. To organise regular Group meetings and to provide Headquarters with the agenda at least
2 weeks beforehand and the minutes of the meetings within 3 weeks thereof;
6.3. To attend and be present throughout Board Meetings (in-person and teleconferences),
General Assemblies and all meetings related to his/her function;
6.4. To be aware of all FEI activities (Sport, FEI Solidarity, Legal, Veterinary, etc) in order to
help the National Federations in his/her Group to further develop;
6.5. To drive, promote, co-ordinate and report on FEI initiatives through the National
Federations in his/her Group;
6.6. To communicate as necessary with National Federations, Headquarters and other Group
Chairs and Technical Committee Chairs;
6.7. To advise and inform National Federations of their Group on all FEI matters, including
after Board meetings and General Assemblies;
6.8. To promote the appointment and election process and encourage the National Federations
of their Group to nominate candidates for eligibility to serve on Board, Standing
Committees and FEI Tribunal;
6.9. To know the needs of his/her Group;
6.10. To act as mediator in case of conflict within his/her Group;
6.11. To appoint coordinators within his/her Group, if necessary;
6.12. To support the design and operation of the FEI Solidarity Programme;
6.13. To cooperate with regional FEI Solidarity Officers appointed by the FEI, including but not
limited to those for specific Disciplines;
6.14. To organise, in close proximity prior to the General Assembly, a meeting with the National
Federations in his/her Group and to inform the Board of any concerns and/or issues and
present them to the Board for discussion where appropriate;
6.15. To attend and participate actively in workshops, and other such meetings in the context
of the FEI General Assembly or other functions;
6.16. To facilitate the publication of a Group newsletter, Annual Report and/or Bulletin; and
6.17. To nominate a Deputy Chair from among the National Federations of the Group for
election by the General Assembly, with whom he/she shall work closely and cooperate in
furtherance of the tasks and responsibilities above. The Deputy Chair shall not be from
the same National Federation as the Chair, and shall attend Board meetings with a vote
solely in the event of unavoidable absence of the Group Chair. The Term of the Deputy
Chair shall match the Term of the Chair.

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. 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 further to Article 20.1 (xii) of the FEI Statutes

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 GROUP RESPONSIBILITIES

8.1. To promote and coordinate the development and the activities of equestrian sport within the Group area;

8.2. To deal with matters of common interest of the National Federations in his/her Group and to bring them to the attention of the Executive Board, Board, General Assembly as well as Headquarters;

8.3. Through the National Federations of the Group, to present to the Nomination Committee with candidates for eligibility to serve on a Standing Committee.

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 Group Chair to represent the Group and thereby the interests of the National Federations within his/her Groups;

9.5. As Board member to provide an unbiased opinion and not represent the interest of any specific stakeholder or third parties;

9.6. Shall remain neutral when performing his duties as member and may not represent the interest of any specific stakeholder;

9.7. 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.
9.8. To acknowledge that the Board is to provide policy and Headquarters to provide the day to day management of FEI business;
9.9. May not officiate at World and Continental Championships, FEI World Cup™ Finals, FEI Nations Cup™ Finals Olympic Games, Paralympics and Regional Games;
9.10. May not have a vote or a proxy on behalf of a NF;
9.11. 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;
9.12. 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:
   o removal;
   o the imposition of a Provisional Suspension;
   o the imposition of a Final Suspension.
9.13. Cannot hold the simultaneous position of Technical Chair and Group Chair;
9.14. May not be a member of the Nominations Committee during his/her term as Chair;
9.15. 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);
9.16. 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
9.17. To not exceed travel and subsistence budget, unless authorised by the Board.