

WORLD ATHLETICS  
EXECUTIVE BOARD  
APPOINTED  
MEMBERS  
**2023 APPLICANT  
PACK**



WORLD  
ATHLETICS



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## 1. INTRODUCTION

This Applicant Pack sets out the steps and requirements for all persons wishing to be considered for appointment as an Appointed Board Member of the World Athletics Executive Board.

## 2. EXECUTIVE BOARD

The role of the World Athletics Executive Board is to govern the business of World Athletics. It has responsibility for all decisions relating to the business of World Athletics, including:

- developing and reviewing the World Athletics Strategic Plan, for approval by Council
- adopting and monitoring the annual plan and budget for World Athletics
- appointing and monitoring the Chief Executive Officer
- financial planning and controlling and monitoring income and expenditure
- developing and monitoring internal controls
- identifying and managing risks to World Athletics
- defining and monitoring delegations of authority
- approving major transactions
- approving the annual financial and non-financial audits
- making and amending policies and procedures for the operations of World Athletics
- recommending to Council changes to the Constitution, rules or regulations.

The Executive Board will be made up of the following nine members:

- a. President (elected at the 2023 Congress meeting);
- b. Four Vice-Presidents (elected at the 2023 Congress meeting) – one of these four Vice-Presidents will be elected by the Council as the Senior Vice-President;

(collectively referred to as the “Ex-Officio Executive Board Members”)

- c. Three Appointed Executive Board Members (appointed by the above five Ex-Officio Executive Board Members following the recommendation of the Executive Board Appointments Panel – see further below)
- d. World Athletics Chief Executive (non-voting).

The elected President and four Vice-Presidents are members of both the World Athletics Council and the Executive Board.

Except for the Chief Executive Officer, all members of the Executive Board, including the Appointed Executive Board Members, are full voting members.

All members of the Executive Board are non-executive and do not have any role in the management or operations of World Athletics.

The Executive Board meets approximately six times a year, typically three times in person and three times by video conference, but the exact number of meetings depends on workflow. It is also expected Executive Board members undertake work between meetings on a needs basis – for example, online sessions have previously included deeper dives into the strategic plan as well as the commercial strategy. In addition, Executive Board members may be appointed to sit on the three committees of the Executive Board (audit & finance, risk and remuneration).

Members of the Executive Board will receive annual remuneration, as set out in the Position Description.

The term of office for the Ex-Officio Executive Board Members is the same as their term on Council (namely from the first Council meeting following the 2023 elections and ending at the first Council meeting held after the 2027 Election Congress). The term for the Appointed Executive Board Members is four years commencing on their appointment and ending on the same date as the Ex-Officio Executive Board Members.

A Position Description for an Appointed Executive Board Member is set out in Section 7.

Further information about World Athletics can be obtained by reviewing the World Athletics website (<https://worldathletics.org/>) or contacting Jon Ridgeon, Chief Executive Officer at [jon.ridgeon@worldathletics.org](mailto:jon.ridgeon@worldathletics.org) and copying [EB-candidates@worldathletics.org](mailto:EB-candidates@worldathletics.org).

### **3. EXECUTIVE BOARD APPOINTMENTS PANEL**

The role of the Executive Board Appointments Panel (EB Appointments Panel) is to advertise, assess, and make recommendations of the proposed three Appointed Executive Board Members to the five Ex-Officio Executive Board Members.

The three Appointed Executive Board Members will be appointed based on merit and will be chosen to complement the skills, expertise, gender and other attributes of the five Ex-Officio Executive Board Members and ensure that the Executive Board has the necessary skillsets and experience to deliver the responsibilities it is tasked with. The specific criteria are referred to in paragraph 4.2.

The EB Appointments Panel operates separately and independently from World Athletics. Further information about the Panel is available on the website [here](#).

The EB Appointments Panel is made up of the following members:

- a. World Athletics President, Lord Sebastian Coe;
- b. World Athletics Council Member, Nawal El Moutawakel; and,
- c. Independent Member, Gordon Orlikow (Convenor).

The EB Appointments Panel members will remain on the Panel until the appointments are completed, unless (in the case of the President and Council Member they are not re-elected at the 2023 Congress, in which case replacements will be appointed).

#### 4. STEPS TO APPOINTMENT

There are four steps in the process to be appointed as an Appointed Executive Board Member:

- Step 1 - Application
- Step 2 - Assessment by the EB Appointments Panel
- Step 3 - Vetting of Shortlisted Applicants
- Step 4 - Recommendation & Decision

##### 4.1. STEP 1 – APPLICATION

Persons seeking to apply to be an Appointed Executive Board Member must complete the following and submit it to the **Convenor of the EB Appointments Panel, by no later than 15 August 2023 23.59 CET, by email to [EB-candidates@worldathletics.org](mailto:EB-candidates@worldathletics.org).**

- a. the completed Application Form. The form is available for download on the World Athletics website [here](#) and attached to Circular M/31/23 (under separate cover);
- b. a letter detailing the Applicant's suitability for one of the Appointed Executive Board Member positions (against the criteria listed in section 4.2 of this Pack below), outlining their skills and experience, how they will contribute to the Executive Board and the reasons for applying; and,
- c. a CV/resume and names and contact details of three referees.

Applicants must be 18 years or older and fluent in written and spoken English. The ability to speak in French or Spanish is desirable but not essential.

The EB Appointments Panel will first consider Applicants whose applications have been endorsed by a World Athletics Member Federation or Area Association. This will usually be the Member Federation in the country of the Applicant's residence.

A Member Federation or Area Association can endorse more than one Applicant.

A Member Federation's or Area Association's board, executive committee or equivalent body (as stated in their Constitution), must pass a resolution approving the applicant/s endorsement. This resolution should be recorded in writing and state the most senior officer authorised to sign the Application (e.g., President, the Secretary General or the Chief Executive of the Candidate's Member Federation or Area Association). If the Applicant is a Member Federation or Area Association's President, the Secretary General or the Chief Executive, the form must be signed by the next most senior officer of the Member Federation or Area Association, as applicable.

If the Applicant obtains an endorsement, the Application Form must be signed by the Applicant and the most senior officer as stated above<sup>1</sup>.

A person who is a candidate for election to the Council at the World Athletics Congress may also apply to be an Appointed Board Member. However, candidates for the position of Vice-President should note that, if elected, their application will be automatically withdrawn as Vice-Presidents are Ex-Officio Executive Board Members.

Any other person who is Eligible may be appointed as an Appointed EB Member including, Member Federation officials as well as persons who are not formally associated with the sport of Athletics.

The Area Presidents and Athlete Commission members on the World Athletics Council and members of any World Athletics independent body<sup>2</sup> may not apply to be an Appointed Executive Board Member. World Athletics Staff (which also includes the Athletics Integrity Unit) cannot apply.

#### **4.2. STEP 2 - ASSESSMENT BY THE EB APPOINTMENTS PANEL**

The EB Appointments Panel will assess all the applications. It may hold interviews and undertake such other enquires, such as contacting referees, as it sees fit.

In deciding on the recommended applicants to be the three Appointed Executive Board Members, the EB Appointments Panel is required to:

- a. identify the skills, expertise and experience which may be necessary on the Executive Board, taking into account those of the Elected Executive Board Members:
- b. recommend applicants based on merit and in so doing must:
  - i. consider the preference for both genders to be members of the Executive Board (noting that at a least one Vice-President will be female)
  - ii. take into account the following factors about the applicant and the Executive Board as a whole:
    - significant prior experience as a director, trustee, or other governance role

<sup>1</sup> It should be noted that, if successful, the Applicant is not a representative of the Member Federation or Area Association that endorsed him or her. No Member Federation or Area Association shall offer, and the applicant must not accept, any rights from or obligations to the Member Federation or Area Association in return for the endorsement of their Application. There is no obligation of an Executive Board Member to report back to the Member Federation or Area Association which endorsed them, on deliberations or decisions of the Executive Board. A breach of this is a breach of the Integrity Code of Conduct.

<sup>2</sup> The World Athletics Independent Bodies are the Vetting Panel, Screening Panel, Nominations Panel, Election Oversight Panel, Athletics Integrity Unit Board, AIU Board Appointments Panel, and the Disciplinary Tribunal.

- knowledge of, and experience in, Athletics
  - occupational skills, abilities, and experience
  - knowledge of, and experience in, community, sports or not for profit organisations generally
  - the need to minimise conflicts of interests
  - the ability to contribute independent and diverse views
  - the need for a wide range of skills, experiences, backgrounds and geographical spread.
- c. first consider Applicants endorsed by a Member Federation or an Area Association; and,
- d. ensure there is not more than one Executive Board Member from any one Member Federation country.

The EB Appointment Panel will decide on a short list of Applicants and request they complete vetting before any further steps are taken.

#### **4.3. STEP 3 – VETTING OF SHORTLISTED APPLICANTS**

All shortlisted Applicants will be subject to an Integrity Check by the Vetting Panel in accordance with the Vetting Rules. No shortlisted Applicant may be recommended for appointment until they are declared Eligible by the Vetting Panel.

The Vetting Panel is a separate and independent body of World Athletics.

The process involves completing a form and the Vetting Panel carrying out an Integrity Check.

The Integrity Check requires the Vetting Panel to be satisfied that the Applicant is able to meet the high standards of conduct and integrity required and is of good character and reputation (i.e. being declared Eligible).

Applicants who have been previously declared Eligible by the Vetting Panel still need to go through the process, although depending on when they were last declared Eligible may benefit from faster processing times.

Applicants will be sent a letter confirming whether they are Eligible or not.

#### **4.4. STEP 4 – RECOMMENDATION & DECISION**

Following Vetting of the shortlisted Applicants, the EB Appointments Panel will make its recommendations for the three Appointed Executive Board Members to the five Ex-Officio Executive Board Members.



This is expected to occur at a meeting of the Ex-Officio Executive Board Members in late September or early October 2023.

If any of the recommendations are not accepted, the EB Appointments Panel will review the applications received and possibly seek new applications. It will undertake the same process as stated in Steps 2 and 3 above and make further recommendations to the five Ex-Officio Executive Board Members.

Once the Ex-Officio Executive Board Members have approved the recommendation, all Applicants will be notified of the outcome.

All members of the Executive Board will be inducted and required to sign an Appointment Letter.

## **5. APPLICABLE RULES**

There are a number of World Athletics Rules and Regulations which specifically apply to Applicants and will apply to the successful appointed Board Members. All Applicants should review these prior to submitting their Application. They are summarised below and each document can be found in the Book of Rules available [here](#).

### **5.1. World Athletics Constitution (A1)**

This is the founding document of World Athletics under the law of Monaco.

Part VII covers the Executive Board including its role, composition, term of office; vacancies, suspension and removal of an Executive Board Member; duties and powers; meetings and procedure, and the EB Appointments Panel.

### **5.2. Governance Rules (B3.1)**

These Rules set out the procedures for the Council and Executive Board, and other bodies within the World Athletics governance structure.

Rule 4 sets out process for the appointment of the Appointed Board Members; the scope of work of the Executive Board; meeting procedures; interface between the EB and World Athletics Staff; and EB Committees.

### **5.3. Vetting Rules (B3.2)**

These Rules set out the role, composition and responsibilities of the Vetting Panel and the criteria and process for Vetting including for the Integrity Check.

#### 5.4. Integrity Code of Conduct (D1.1)

The Code sets out the high standards of conduct expected of all World Athletics Officials or persons seeking to be World Athletics Officials.

### 6. SUMMARY OF TIMELINE

DATE	ACTIVITY	CONTACT DETAILS
5 July 2023	<p>Advertisement for Appointed Board Members published</p> <p>All MF/Areas informed by Circular</p> <p>Applicant Pack available on the World Athletics website</p> <p>Any questions about World Athletics can be asked of the CEO</p> <p>Any questions about the application process can be asked of the Convenor</p>	<p>Gordon Orlikow, Convenor: <a href="mailto:EB-candidates@worldathletics.org">EB-candidates@worldathletics.org</a></p> <p>Jon Ridgeon, World Athletics CEO <a href="mailto:Jon.ridgeon@worldathletics.org">Jon.ridgeon@worldathletics.org</a></p>
5 July - 15 August 2023	<p>Applicants who wish to do so, to obtain support from a Member Federation or Area Association</p> <p>All Applicants to prepare their Applications</p>	<p>The Member Federations and Area Associations are listed with contact details on the World Athletics website <a href="http://www.worldathletics.org">www.worldathletics.org</a>.</p>
<b>15 August 2023 (23.59 CET)</b>	<b>Closing date for Applications</b>	<a href="mailto:EB-candidates@worldathletics.org">EB-candidates@worldathletics.org</a>
15 August to late September 2023	EBAP reviews applications, undertakes interviews and other enquiries and decides shortlist	
By late Sept	World Athletics Vetting Panel undertakes vetting and sends outcome of vetting to eligible applicants	<a href="mailto:Compliance@worldathletics.org">Compliance@worldathletics.org</a>
Late September	Ex-Officio Executive Board Members decide whether to accept recommendations of EBAP	
Early October	All Applicants informed of outcome of process & list of Executive Board members published	

## 7. EXECUTIVE BOARD MEMBER – POSITION DESCRIPTION

### PRIMARY RESPONSIBILITIES

The Executive Board:

- Meets at least six times a year and is responsible for the governance of the business of World Athletics, including determination of the strategies, policies and decisions to be adopted in overseeing World Athletics' business operations.
- Appoints the Chief Executive Officer (CEO) and oversees their implementation of the approved strategies, policies and decisions in the day-to-day management of World Athletics, monitoring progress against these with regular reports by the CEO to the Board.
- Works with the CEO to:
  - develop the World Athletics Strategic Plan for approval by Council, and oversees its implementation and progress
  - develop and approve the annual plan, budget and a financial forecast, to achieve the targets specified in the World Athletics Strategic Plan, receiving regular reports from the CEO on actual income and expenditure against the approved budget.
- Deals with various financial matters, including opening and operating bank accounts, recommendations to Council of the fee to be charged to Member Federations, and selection of World Athletics external auditors (financial and non-financial).
- Oversees the identification and management of risks to World Athletics.
- Approves all major transactions, being those amounting to 500,000 Euros or greater or are unprecedented, complex or high-profile.
- Establishes committees to assist in carrying on its work – currently there are three committees (audit & finance, risk and remuneration).
- Considers and recommends rules for approval by Council.

### RELATIONSHIPS AND INTERFACES

- President
- Executive Board Committees
- Council
- CEO
- Senior World Athletics Management.

## FEES AND EXPENSES

An Executive Board Member's fee will be USD 22,500 per annum.

For the President and Vice-Presidents serving as Executive Board Members, this annual fee is in addition to payments received in those capacities.

Executive Board Members who chair an Executive Board Committee will receive an additional fee of USD 2,500 per annum.

## 8. APPLICATION FORM

Persons seeking to apply to be an Appointed Executive Board Member must complete the Application Form (provided under separate cover) and submit it to the EB Appointments Panel [EB-candidates@worldathletics.org](mailto:EB-candidates@worldathletics.org) by no later than **15 August 2023 23.59 CET**.

In addition to this form, Applicants must submit:

- a letter detailing the Applicant's suitability for one of the Appointed Executive Board Member Positions, which clearly outlines their skills and experience, how they will make a contribution to the Executive Board and reasons for applying; and
- a CV/resume with the contact details of three referees.



