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## **MEMBERS OF THE IAAF VETTING PANEL POSITION DESCRIPTION**

### **ROLE**

As part of its programme of governance and integrity reforms, the International Association of Athletics Federations (“IAAF”) established a Vetting Panel, whose role it is to decide whether persons seeking to be, or who are, IAAF Officials are eligible to take office.

The IAAF is currently recruiting members for its Vetting Panel to serve for a 4-year period from October 2019 to 2023.

### **COMPOSITION**

The Vetting Panel comprises three persons who must be independent of the IAAF, at least one of whom must be a lawyer. One of these three members will be appointed as the Chairperson of the Vetting Panel.

In addition, two alternate members may be appointed to fill in for any member who needs to recuse him or herself due to a conflict of interest or is unavailable.

### **CRITERIA**

The Members of the Vetting Panel must have significant legal experience, as well as experience in the vetting or screening of applicants and candidates to official positions.

The specific attributes of persons seeking to apply for these positions are:

- Impeccable integrity
- Significant governance experience, or experience in the vetting or screening of applicants or candidates to official positions
- Strong legal knowledge, preferably in the context of sport
- Experience of the Court of Arbitration for Sport an asset
- Fluency in written and spoken English is required, and French desirable.

### **APPOINTMENT AND TERM**

The proposed members of the Vetting Panel (including the Chairperson and any alternates) must be approved by the Member Federations of the IAAF at a Congress meeting (to be next held on 25 and 26 September 2019) on the recommendation of Council. In June 2019, the IAAF Council will be provided with recommendations for the members of the Vetting Panel by the IAAF Nominations Panel, which assesses the candidates for the Vetting Panel.

The term of office for members of the Vetting Panel is 4 years commencing after the 2019 Congress and expiring 4 years later after the 2023 Congress. Members can be reappointed for further terms of office.

The inaugural Vetting Panel was appointed in 2017 and its term expires at the 2019 IAAF Congress. The incumbent members of the Vetting Panel have indicated an intention to seek reappointment to the Vetting Panel for the next 4-year period.

## **RESPONSIBILITIES**

The Vetting Panel has the following duties, powers and responsibilities:

- To act at all times independently of the IAAF, for the sole purpose of conducting a full and fair assessment of the Eligibility of each Applicant and Existing Vetting Panel Member.
- To instruct and oversee review by the Ethical Compliance Officer of the information disclosed by Applicants and Existing IAAF Vetting Panel Members in accordance with the Rules.
- To instruct and oversee the gathering of additional information by the Ethical Compliance Officer from publicly available sources and external business intelligence agencies as deemed necessary by the Panel for a proper determination of Eligibility.
- To make decisions on Eligibility in a timely and efficient manner in accordance with the timeframes set out in the Rules, and to report to Council accordingly.
- To report issues and matters of concern to the Head of the Integrity Unit where considered to be potentially relevant to the work of the Athletics Integrity Unit.

Further details about the Vetting Panel are set out the IAAF Vetting Rules: [IAAF Rules and Regulations](#).

## **PROCEDURES/ ADMINISTRATION**

The Panel usually meets (in person or via teleconference) at least three times a year and on an ad hoc basis as necessary to respond to the need to conduct vetting in accordance with the Vetting Rules.

The Panel is assisted in its work by the IAAF's Ethical Compliance Officer.

An annual fee is payable in addition to reimbursement of travel or other reasonable expenses incurred in the role in accordance with IAAF policy.

## **VETTING**

The appointment of any person to be a member of the Vetting Panel is subject to the person being Eligible (as defined in the IAAF Constitution), including satisfying an Integrity Check by the Screening Panel in accordance with the IAAF Vetting Rules.

## HOW TO APPLY

Applications to the email address [panel-candidates@iaaf.org](mailto:panel-candidates@iaaf.org) must include the following:

- A full **Curriculum Vitae**
- **Confidential contact details** including address (work and home), telephone numbers (including mobile) and confidential email address
- **Referees:** full contact details of three referees. Please note that referees will only be contacted after prior consultation with you. It is the applicant's responsibility to ensure that referees are willing to provide a reference when contacted by any member of the selection team

Applications close at 18:00 CEST on **13 May 2019**.

The IAAF is an equal opportunities employer and welcomes applications from a full diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.