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## **INAUGURAL EXECUTIVE BOARD APPOINTMENTS PANEL POSITION DESCRIPTION**

### **ROLE**

As part of its programme of governance reforms, the International Association of Athletics Federations (“IAAF”) has established a new Executive Board Appointments Panel to assist in the appointment of persons to the new Executive Board.

The Inaugural Executive Board Appointments Panel’s role is to assess candidates for three appointed positions on the Executive Board and make recommendations for their appointment.

The IAAF is seeking a suitably qualified person to be the independent member of the Inaugural Executive Board Appointments Panel.

### **COMPOSITION**

The Inaugural Executive Board Appointments Panel consists of three members as follows:

- a. The IAAF President
- b. One Council member, elected by the IAAF Council, who is not a member of, or seeking to be a member of, the Executive Board
- c. One person, appointed by the IAAF Council, who is independent of the IAAF and is experienced in governance and the functions and appointment processes of directors.

The independent member is the convenor of the Panel.

### **RESPONSIBILITIES**

The newly established Executive Board, which is responsible for governing the IAAF, will take office in October 2019. It is made up of the President and four Vice-Presidents elected by the Member Federations at the Congress (to be held in Doha on 25 and 26 September 2019), three appointed members and the IAAF Chief Executive (non-voting).

The Inaugural Executive Board Appointments Panel is responsible for identifying, recruiting, assessing and making recommendations to the elected members of the Executive Board, of the three appointed members of the Executive Board.

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In particular, the Inaugural Executive Board Appointments Panel has responsibilities to:

- identify the skills, expertise and experience which may be necessary for the appointed positions on the Executive Board;
- identify and invite suitable persons to apply to be appointed members of the Executive Board;
- publicly advertise and notify the Member Federations and Area Associations of the available appointed positions on the Executive Board including providing position descriptions;
- receive and assess applications for the appointed positions on the Executive Board including undertake enquiries and hold interviews and meetings as they see fit;
- recommend to the elected members of the Executive Board the applicants who it considers best suit appointment to the Executive Board.

## **CRITERIA**

The required attributes for the independent member on the Inaugural Executive Board Appointment Panel are as follows:

- independence from the IAAF. Applicants cannot currently hold any position with or be engaged by, the IAAF, an Area Association or any Member Federation. (This does not prevent the independent members of the IAAF Nomination Panel and the Athletics Integrity Unit Board Appointments Panel from being the independent member of the Inaugural Executive Board Appointments Panel).
- significant experience in the recruitment or appointment of directors or senior executives;
- experience or knowledge of sporting bodies, is desirable;
- fluency in written and spoken English is required, and French desirable.

## **TERM AND TIMING**

The independent member (and the Council Member) of the Inaugural Executive Board Appointments Panel must be appointed by the IAAF Council by 25 June 2019, on the recommendation of the IAAF President.

Once appointed, the Inaugural Executive Board Appointments Panel will commence undertaking its responsibilities including advertising the three appointed Executive Board Member positions. It will continue its work after the IAAF Congress (September 2019) for approximately 3 months, including identifying the skills, expertise and experience required for the appointed board members, (having assessed those of the elected members of the Executive Board), assessing the candidates and making its recommendations.

It is expected that the Inaugural Executive Board Appointments Panel will largely conduct its work by conference calls and emails to fulfil its responsibilities. However, it is possible that in-person meetings will be necessary.

## ADMINISTRATION

The independent member position on the Inaugural Executive Board Appointments Panel is voluntary, however the IAAF will reimburse any travel or other expenses incurred in the role and provide a nominal allowance.

## SELECTION PROCESS

Applicants for the independent member position on the Inaugural Executive Board Appointments Panel will be assessed by the IAAF Chief Executive (or his nominee), who along with the IAAF President will be responsible for recommending to the full IAAF Council the preferred candidate for appointment, following completion of the search and selection process.

## VETTING

Any recommendation for appointment to Inaugural Executive Board Appointments Panel will be subject to vetting by the IAAF Vetting Panel to confirm the Applicant's eligibility for appointment. Applicants should therefore also review the IAAF Vetting Rules.

## HOW TO APPLY

Applicants should consult the IAAF Constitution and the IAAF Governance Rules (Part 7) for a fuller description of the role and responsibilities of the Inaugural Executive Board Appointments Panel.

The IAAF Constitution is available at the following link: [IAAF Constitution](#).

All IAAF Rules are available at the following link: [IAAF Rules and Regulations](#).

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

- A summary of the **attributes** of the Applicant against the Personal Attributes listed
- A full **Curriculum Vitae**
- **Confidential contact details** including address (work and home), telephone numbers (including mobile) and 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 the IAAF

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.