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## **INDEPENDENT MEMBER OF THE ATHLETICS INTEGRITY UNIT BOARD APPOINTMENTS PANEL**

### **POSITION DESCRIPTION**

#### **ROLE**

The Athletics Integrity Unit Board Appointments Panel (“Appointments Panel”) has been established by the International Association of Athletics Federations (“IAAF”) pursuant to the IAAF Constitution and the IAAF Athletics Integrity Unit Rules.

The purpose of the Appointments Panel is to identify, recruit, assess and make recommendations to the Member Federations of persons to be appointed to the Athletics Integrity Unit (AIU) Board. The Panel is required to make recommendations for three independent members of the AIU Board.

The inaugural Appointments Panel was appointed in December 2018 and the Member Federations will consider the inaugural Appointments Panel’s recommendations for members of the AIU Board at the IAAF Congress meeting to be held in Doha on 25 & 26 September 2019. The term of the inaugural Appointments Panel will expire at the end of September 2019 following the IAAF Congress meeting in Doha. At the first meeting of the new IAAF Council on 1 October 2019, there is a requirement to appoint members of the Appointments Panel for the period from 1 October 2019 through to the next Election Congress meeting in 2023.

#### **APPOINTMENTS PANEL COMPOSITION AND TERM**

The Appointments Panel consists of three members, one of whom is an independent member with experience in governance and the functions and appointment process of directors. This independent member is the Chair of the Appointments Panel.

The person to fill the independent member position will be appointed by the IAAF Council at its meeting on 1 October 2019.

The other two members of the Appointments Panel will be:

- the Chair of the Athletics Integrity Unit Board
- a Council Member, appointed by Council.

The period of appointment of the Appointments Panel is from 1 October 2019 through to the next Election Congress meeting in 2023. It is envisaged that most of the Appointments Panel’s responsibilities will occur in the following periods:

- from January to April 2023 (in order to make recommendations to Member Federations at the Election Congress meeting in 2023)
- from November 2019 to February 2020 (only subject to approval by the Member Federations at the 2019 IAAF Congress meeting of a proposal to increase the number of independent members on the AIU Board from 3 to 5)
- on an ad-hoc basis in the interim period should any vacancies arise on the AIU Board.

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The independent member of the Appointments Panel may be reappointed for further terms on the Appointments Panel which terms will be for four (4) years.

It is expected that the Appointments Panel will largely conduct its work by email and conference calls to fulfil its responsibilities, however it is possible that in person meetings may be necessary.

## **RESPONSIBILITIES**

The Appointments Panel has responsibilities to:

- identify the skills, expertise and experience which may be necessary for the AIU Board
- identify and invite suitable persons to apply to be independent members of the AIU Board
- publicly advertise the vacancies including position descriptions for the independent members of the AIU Board
- receive and assess applications for independent members of the AIU Board including undertake enquiries and hold interviews and meetings as they see fit
- recommend to Congress the applicants who it considers best suit the positions for independent members of the AIU Board.

## **PERSONAL ATTRIBUTES**

- Significant experience in the recruitment or appointment of directors to Boards (particularly not for profit boards) including experience on nomination committees
- Background or experience in sport or in sports integrity is desirable
- Fluency in written and spoken English is required.

## **ADMINISTRATION**

The position on the Panel is a voluntary one. However, the IAAF will reimburse any travel or other expenses incurred in the role, as applicable, and provide a nominal allowance.

## **SELECTION PROCESS**

Applicants for this position on the Panel will be assessed by the Executive Board who will be responsible for recommending to the Council the preferred candidate for appointment to the Panel following completion of the selection process.

## **HOW TO APPLY**

Applicants should consult the IAAF Constitution and the IAAF Athletics Integrity Unit Rules for a fuller description of the role and responsibilities of the Appointments Panel. All members are subject to vetting by the IAAF Vetting Panel to confirm their eligibility for appointment and should therefore also review the IAAF Vetting Rules. The IAAF Constitution and Rules are available here: <https://www.iaaf.org/about-iaaf/documents/rules-regulations>

Applications to [panel-candidates@iaaf.org](mailto:panel-candidates@iaaf.org) must be received by close of business on **20 September 2019** and must include the following:

- A full **Curriculum Vitae**

- **Confidential contact details** including address (work and home), telephone numbers (including mobile) and email address
- **A letter describing the skills, experience and attributes** of the Applicant against the criteria listed above
- **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 a member of the selection team.

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.