

INDEPENDENT MEMBERS OF THE NOMINATIONS PANEL



POSITION DESCRIPTION

ROLE

World Athletics established a Nominations Panel as part of its programme of governance reforms in 2019 and pursuant to the Governance Rules. The purpose of the Nominations Panel is to identify, recruit, assess and make recommendations to the Council for the appointment of members to the following World Athletics bodies:

- Screening Panel
- Vetting Panel
- Disciplinary Tribunal
- Election Oversight Panel
- Nationality Review Panel
- Therapeutic Use Exemption Committee
- the Competition, Development and Governance Commissions (excluding the Council Members appointed to these Commissions)
- the Council Members appointed on the Integrity Unit Board, the Integrity Unit Board Appointments Panel, and the Executive Board Appointments Panel

The Nominations Panel is also responsible for oversight and review of the nominations for recipients of the World Athletics service awards (veteran pins and plaques of merit) and honorary titles.

Further information about each of the above bodies is [available here](#). Generally, the appointments to the above bodies start in the year prior to and continue up to an Election Congress.

NOMINATIONS PANEL COMPOSITION AND TERM

The Nominations Panel has five members comprising of the President (or Senior Vice-President or other Council Member as decided by the President) and four Independent Members.

The term of office of the Independent Members of the Nominations Panel is approximately four years from the date of appointment (proposed in August 2023) until the conclusion of the 2027 Election Congress. The current Independent Members of the Nominations Panel may apply for reappointment for a further term of office of four years.

The persons to fill the four Independent Member positions will be appointed by the Council at its meeting in August 2023. The Council will also appoint one of the four Independent Members to act as the Convenor of the Nominations Panel.

From the four Independent Members of the Nominations Panel:

- two will have experience in Athletics.
- two will have relevant experience in appointment processes, such as human resources or recruitment.

It is envisaged that most of the Nominations Panel's responsibilities will occur during the following periods:

- after the Election Congress 2023 to conclude the work of the outgoing Nominations Panel for the recruitment of the members of the Commissions, and of the Council Members to the Integrity Unit Board, the Integrity Unit Board Appointments Panel, and the Executive Board Appointments Panel for approval by Council.
- between July 2026 to June 2027 (i.e., in the year prior to the Election Congress in 2027) and for approximately three to six months following the Election Congress meeting.

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- on an ad-hoc basis over the four-year term should any vacancies arise on any of the bodies; or if the body has staggered terms of office between its members or arising from any governance changes affecting the bodies.

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

RESPONSIBILITIES

The Nominations Panel has responsibilities to:

- identify the skills, expertise and experience which may be necessary for the positions on the relevant bodies.
- identify and invite suitable candidates to apply to be members of the relevant bodies.
- publicly advertise and notify the Member Federations and Area Associations of the available positions on the relevant bodies including providing position descriptions.
- receive and assess applications for positions on the relevant bodies including undertake enquiries and hold interviews and meetings as they see fit.
- recommend to Council the applicants who it considers best suit the positions on the relevant bodies.
- if applicable, recommend to Council the removal of a member from office.

Applicants should consult both World Athletics' [website](#) and the Governance Rules for a fuller description of the role and responsibilities of the Nominations Panel which are [available here](#) (See Book B3.1).

PERSONAL ATTRIBUTES

- For the two members with an understanding of and experience in Athletics, such experience should preferably be in a senior administrative role in Athletics (e.g., former Area Association or Member Federation official or Board Member (elected or appointed), former Secretary General or Chief Executive, or other senior manager involved in Athletics).
- For the two other members, significant experience in the recruitment or appointment of persons to employment or other bodies or other experience in human resources is necessary.
- Background or experience in sports bodies is desirable, either as a competitor or administrator.
- Fluency in written and spoken English is required.

ADMINISTRATION

The positions on the Nominations Panel are voluntary and not remunerated. However, World Athletics will reimburse any travel or other expenses incurred in the role, as applicable, and provide a nominal allowance related to travel in accordance with World Athletics policy.

SELECTION PROCESS

Applicants will be assessed by the World Athletics Chief Executive Officer (or their nominee), who along with the World Athletics President (or their nominee) will be responsible for recommending to the Council the preferred candidates for appointment to the Nominations Panel following completion of the search and selection process.

HOW TO APPLY

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 Vetting Rules are [available here](#) (See Book B3.2)

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Applications to panel-candidates@worldathletics.org must be received by close of business on **16 July 2023 23.59 CET** and must include the following:

- A full **Curriculum Vitae**.
- **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 Applicants. It is the Applicant's responsibility to ensure that referees are willing to provide a reference when contacted.

World Athletics welcomes applications from a full diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith, or disability.