

# Executive Board Appointed Members 2019 Applicant Pack



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# Candidate Nomination Form

## 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 IAAF Executive Board.

## 2. Executive Board

The new Executive Board is substantially different to the current Executive Board and is one of two governance bodies within the IAAF to be established after 1 October 2019. It was introduced as part of the governance and integrity reforms of the IAAF which were approved at a Special Congress in Monaco on 3 December 2016.

The Council will be elected at the IAAF Congress to be held on 25 and 26 September 2019 in Qatar, Doha. Its role changes from being the sole governance body to one which governs the sport of Athletics. This includes deciding matters such as the competition calendar, bidding procedures, and World Records; approving the technical rules of the sport; reviewing and monitoring all IAAF competitions; developing policies for training and appointing technical officials reviewing and monitoring the global athletics development programme. Council also approve all rules and regulations of the IAAF and make recommendations to Congress on membership of various independent panels and bodies of the IAAF.

The Executive Board has been established to be responsible for governing the business of the IAAF, in the same way as the board of a company. It will be responsible for:

- developing and reviewing the IAAF Strategic Plan, for approval by Council
- adopting and monitoring the annual plan and budget for the IAAF
- appointing and monitoring the Chief Executive
- controlling and monitoring income and expenditure
- developing and monitoring internal controls
- identifying and managing risks
- defining and monitoring delegations of authority
- approving major transactions
- making and amending policies and procedures for the operations of the IAAF
- 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 2019 Congress meeting);
- b. 4 Vice-Presidents (elected at the 2019 Congress meeting) – 1 of these 4 Vice-Presidents will be elected by the Council as the Senior Vice-President;

(collectively referred to as the “Elected Executive Board Members”)

- c. 3 Appointed Executive Board Members (appointed by the above 5 Elected Executive Board Members following the recommendation of the Executive Board Appointments Panel – see further below);
- d. IAAF Chief Executive (non-voting).

The elected President and 4 Vice-Presidents are members of both the IAAF Council and the Executive Board.

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

Although entitled “Executive” Board, all members of the Executive Board are non-executive and do not have any role in the management or operations of the IAAF.

The process of appointing (rather than electing) some members of the Executive Board was included in the governance reforms to ensure the Executive Board has the necessary skills, expertise, as well as gender and geographical diversity for the responsibilities it is tasked with.

The Executive Board will meet at least six times a year but will decide exactly how many meetings it will have each year and whether they are in person or by teleconference. It is expected there will be 8-10 in person meetings per year, especially in the first year. In addition, members will sit on committees of the Executive Board (such as remuneration and audit, risk and finance) and be expected to undertake work between meetings.

Members of the Executive Board will receive a fee, as set out in the Position Description.

The term of office for the Elected Executive Board Members is the same as their term on Council (namely from the first Council meeting following the 2019 elections and ending at the first Council meeting held after the 2023 Election Congress). The term for the Appointed Board Members is four years commencing on their appointment and ending the same date as the Elected Executive Board Members.

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

Further information about the IAAF can be obtained by reviewing the [IAAF website](#) or contacting Jon Ridgeon, Chief Executive Officer at [jon.ridgeon@iaaf.org](mailto:jon.ridgeon@iaaf.org).

### 3. Executive Board Appointments Panel

A new inaugural Executive Board Appointments Panel (EB Appointments Panel) has been established to advertise, assess, and make recommendations on the proposed three Appointed Executive Board Members to the five Elected Executive Board Members.

The three Appointed Executive Board Members will be appointed based on merit and will be chosen in order to complement the skills, expertise, gender and other attributes of the five Elected Executive Board Members. The specific criteria are referred to in paragraph 4.2.

The EB Appointments Panel operates separately and independently from the IAAF.

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

- a. The IAAF President;
- b. An IAAF Council member (appointed by Council);
- c. An independent person with expertise in non-executive recruitment and appointment (referred to as the Convenor).

The IAAF Council recently appointed the members of the inaugural EB Appointments Panel, who will remain on it until the appointments are completed, unless (in the case of the President and Council Member they are not re-elected at the 2019 Congress, in which case replacements will be appointed). The members are:

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

### 4. Steps To Appointment

There are 4 steps in the process to be appointed as an Appointed Executive Board Member:

Step 1 - Application

Step 2 - Assessment by 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 13 September 2019 midnight CET, by email to [EB-candidates@iaaf.org](mailto:EB-candidates@iaaf.org)**:

- a. the completed Application Form. The Application Form is available for download on the [IAAF website](#) and by Circular;

- 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 and names of three referees.

If an Applicant wishes to be considered by the EB Appointments Panel in the first round of Applications, he or she must seek the endorsement of their application by an IAAF Member Federation or an IAAF 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.

If a Member Federation or Area Association endorses an application, the Member Federation's board, executive committee or equivalent body (as stated in the Member Federation's or Area Association's Constitution), must pass a resolution approving the applicant/s to be nominated. This resolution should be recorded in writing.

If the Applicant obtains an endorsement, the Application Form must be signed by the Applicant and the most senior officer (e.g., President, the Secretary General or the Chief Executive) of the Candidate's Member Federation or Area Association. If the Applicant is the most senior officer of the Member Federation or Area Association, the form must be signed by the next most senior officer of the Member Federation or Area Association, as applicable.

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.

Applicants must be 18 years or older; cannot be members of IAAF Staff and must not otherwise be Ineligible as set out in Article 65.4 of the IAAF Constitution.

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

A person who is a candidate for election may also apply to be an Appointed Board Member. However if they are elected as a Vice-President, their application will be withdrawn, as they will become a member of the Executive Board through that position. If they are elected as an Individual Council Member their application will still proceed unless the applicant advises they wish to withdraw.

The Area Presidents and Athletes Commission members on the IAAF Council and members of any IAAF independent body<sup>1</sup> may not apply to be an Appointed Executive Board Member.

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1. The IAAF 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.

However, any other person who is Eligible may be appointed as an Appointed EB Member including individual members of the IAAF Council, Member Federation officials, and as well as persons who are not formally associated with the sport of Athletics may also apply.

#### **4.2 STEP 2 - ASSESSMENT BY 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;
    - 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 Appointments 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 must be declared Eligible by the IAAF Vetting Panel. The Vetting Panel is a separate and independent body of the IAAF.

The vetting process involves completing a form and the Vetting Panel undertaking an integrity check. Additional information may be requested from Applicants by the Vetting Panel.

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.



No shortlisted Applicant may be recommended for appointment until they are declared Eligible by the Vetting Panel.

This also applies to persons who have been vetted by the Vetting Panel previously, although in this case they will benefit from a “fast track” vetting process.

Applicants who pass the vetting will be sent a letter confirming their Eligibility.

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

Following the completion of Vetting of the shortlisted Applicants, the EB Appointments Panel will make its recommendations for the 3 Appointed Executive Board Members to the 5 Elected Executive Board Members.

This is expected to occur at a meeting of the Elected Executive Board Members in late November 2019.

If one or more 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 a further recommendation or recommendations to the 5 Elected Executive Board Members.

Once the Elected Executive Board Members have accepted the recommendation, all Applicants will be advised of the outcome.

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

## **5. Applicable Rules**

There are a number of IAAF 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 with links to the full rules.

### **5.1 IAAF Constitution**

This is the founding document of IAAF under the law of Monaco.

Part 7 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.

[Click here](#)

## 5.2 Governance Rules

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

Part 7 sets out the process for the appointment of the Appointed Board Members; the scope of work of the Executive Board; meeting procedures; interface between the EB and IAAF Staff; and EB Committees.

[Click here](#)

## 5.3 Integrity Code of Conduct

This Code was an integral part of the reforms to the IAAF. It sets out the high standards of conduct expected of all IAAF Officials or persons seeking to be IAAF Officials.

[Click here](#)

## 5.4 Vetting Rules

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.

[Click here](#)

## 6. Summary Of Timeline

Date	Activity	Contact Details
2 August 2019	Advertisement for Appointed Board Members published	Gordon Orlikow, Convenor <a href="mailto:EB-candidates@iaaf.org">EB-candidates@iaaf.org</a>
	All MFs/Areas informed by Circular	Jon Ridgeon, IAAF CEO <a href="mailto:Jon.ridgeon@iaaf.org">Jon.ridgeon@iaaf.org</a>
	Applicant Pack available on the IAAF website	
	Any questions about the IAAF can be asked of the CEO	
	Any questions about the application process can be asked of the Convenor	

Date	Activity	Contact Details
August to 13 September 2019	Applicants who wish to do so, to obtain support from a Member Federation or Area Association  All Applicants to prepare their Applications	The Member Federations and Area Associations are listed with contact details on the IAAF <a href="#">website</a>
<b>13 September 2019</b>	<b>Closing date for Applications</b>	<a href="mailto:EB-candidates@iaaf.org">EB-candidates@iaaf.org</a>
14 September to early November 2019	EBAP reviews applications, undertakeundertakes interviews and decideother enquiries and decides shortlist	
By early November 2019	IAAF Vetting Panel undertakes vetting and sends outcome of vetting to eligible applicants	<a href="mailto:Compliance@iaaf.org">Compliance@iaaf.org</a>
<b>Late November 2019</b>	Elected Executive Board Members decide whether to accept or reject recommendations of EBAP	
December 2019	All Applicants informed of outcome of process	
Early January 2020	List of Executive Board members published	<a href="http://www.iaaf.org">www.iaaf.org</a>

## 7. Executive Board Member – Position Description

### PRIMARY RESPONSIBILITIES

The Executive Board:

- Meets at least 6 times a year, possibly up to 10, and is responsible for the governance of the business of the IAAF, including determination of the strategies, policies and decisions to be adopted in overseeing the IAAF's 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 the IAAF, monitoring progress against these with regular reports by the CEO to the Board.
- Works with the CEO to:
  - develop the IAAF 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 IAAF 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 the IAAF's external auditors.
- Oversees the identification and management of risks to the IAAF.
- 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, such as a remuneration committee and one or more committees for audit, finance and risk.
- Considers and recommends rules for approval by Council.

#### RELATIONSHIPS AND INTERFACES

- President
- Committees to the EB
- Council
- CEO
- Senior IAAF 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.



