
EXECUTIVE BOARD – APPLICATIONS OPEN FOR APPOINTED MEMBERS

The International Association of Athletics Federations (“IAAF”) invites applications for three persons to be appointed to the new IAAF Executive Board.

Founded in 1912, the IAAF is the world body for athletics. It is one of the largest international sports federations with 214 Member Federations and six Area Associations. Its headquarters are in Monaco with 90 full time staff. It has turnover of circa USD 40 million. Currently the top Olympic sport, it aspires to be one of the top four sports globally by 2020 with increased participation, bigger audiences and greater reach.

ROLE

As part of its programme of governance reforms, the IAAF will establish a new Executive Board in October 2019, following the IAAF Congress to be held in Doha, Qatar on 25 and 26 September 2019.

The Executive Board will be one of two governing bodies within the IAAF. The existing IAAF Council remains as one of them but will have an adjusted scope of responsibility as guardian of the sport of athletics. The Executive Board will be responsible for governing the business of the IAAF and all other matters not otherwise within the responsibilities of Council, Congress and other bodies in the IAAF.

As part of the reforms, it was agreed three of the nine members on the Executive Board will be appointed rather than elected, to ensure the Executive Board has the necessary skills, expertise, as well as gender and geographical diversity to undertake its responsibilities.

COMPOSITION

The Executive Board consists of nine members as follows:

- a. IAAF President, who is also Chair of the Executive Board (elected at the 2019 Congress meeting);
- b. Four IAAF 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. Three Appointed Executive Board Members (appointed by the above five Elected Executive Board Members on the recommendation of the Executive Board Appointments Panel – see further below);
- d. IAAF Chief Executive (non-voting).

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

RESPONSIBILITIES

The Executive Board will 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 including major commercial and rights arrangements
- making and amending policies and procedures for the operations of the IAAF
- recommending to Council changes to the Constitution, rules and regulations.

APPOINTMENT PROCESS

The three Appointed Executive Board Members will be appointed by the President and the four Vice-Presidents, on the recommendation of the new Executive Board Appointments Panel.

This Panel comprises:

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

The Executive Board Appointments Panel operates separately and independently from the IAAF and is responsible for identifying, recruiting, assessing and making the recommendations for the three Appointed Executive Board Members. These recommendations must be 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.

In deciding on the recommended applicants, the Executive Board 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 must 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 in other governance roles;
 - knowledge of, and experience in, Athletics;
 - occupational skills, abilities, and experience. The following areas have been identified as desirable across the Board as a whole: financial, legal, digital and innovation, marketing, strategy development, human resources, risk management, investment, sports rights and sponsorship, event management, and public relations.
 - 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 Area Association. This endorsement is not mandatory, but the rules provide that those applicants who have that endorsement will be considered before other applicants.

In addition, there cannot be more than one Executive Board Member (whether elected or appointed) from the same Member Federation country.

Applicants must be 18 years of age or older; cannot be IAAF Staff members and must not be ineligible as described in 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.

No current member of any IAAF independent body¹ may be an Applicant for a position as an Appointed Executive Board Member. In addition, the Area Presidents and the Athletes' Commission members on Council, may not be appointed as Appointed EB Members.

Any other person who is Eligible may be appointed as an Appointed EB Member including Individual Council Members, Member Federation Officials or persons who are not members of a Member Federation or otherwise formally associated with the sport of Athletics.

TERM AND REQUIREMENTS

The appointment is for a period of 4 years commencing upon appointment (likely in late November 2019) and ending following the 2023 Election Congress. Members may be re-appointed up to a maximum of three terms (12 years).

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. These are likely to be held in Monaco or other agreed locations internationally.

In addition, Executive Board Members will sit on committees of the Executive Board (such as audit, risk and finance) and also be expected to undertake work between meetings.

FEES AND EXPENSES

Executive Board Members will be paid a fee of 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 receive an additional fee of USD 2,500 per annum.

VETTING

The shortlisted applicants to be recommended for appointment to Executive Board 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.

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.

HOW TO APPLY

Applicants should consult the [2019 Executive Board Appointed Member Application Pack](#) for further information about the positions and the application process.

Applications to EB-candidates@iaaf.org must include the following:

- A completed **Application Form 2019 - 2023 Executive Board Appointed Board Member**
- A letter detailing the Applicant's suitability (against the criteria listed) for one of the Appointed Executive Board Member positions, outlining their skills and experience; how they will contribute to the Executive Board and the reasons for applying
- 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 midnight CET on **13 September 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.