

International Association of Athletics Federations



Member of The Election Oversight Panel

Role

The Election Oversight Panel (the “Panel”) has been established by the International Association of Athletics Federations (“IAAF”) pursuant to the Rules Concerning Candidacy for IAAF Office (the “Candidacy Rules”). The purpose of the Panel is to ensure:

- that all candidates for election to IAAF office (“Candidates”) conduct their candidacies with honesty, dignity and moderation and in compliance with the Integrity Code of Conduct, the Candidacy Rules and any other applicable IAAF rules and regulations; and
- the proper administration of tasks relating to the organisation, running and supervision of the elections at the IAAF Election Congress.

The Panel consists of five members, including a chair, all of whom will be appointed by the IAAF Council at its meeting in early December 2018. The appointment is for a period of 4 years beginning in January 2019. It covers the two Election Congresses in 2019 and 2023, ending upon the conclusion of the Election Congress in 2023.

The Panel is expected to meet at least 2 times a year, plus attendance at each Election Congress, and on an *ad hoc* basis as necessary to respond to issues or meet timeframes. The Panel will conduct its work by email and conference call in between meetings as necessary to fulfil its responsibilities.

It is anticipated that there will be a significant amount of work during the first quarter of 2019, in order to finalise documentation and procedures, and review Candidate applications, for the Election Congress taking place in September 2019.

The members of the Panel will have relevant experience in developing and managing electoral processes, ideally having done so with sports bodies.

Responsibilities

The members of the Panel will have at least the following responsibilities:

- To manage the overall candidature process and ensure that the applicable deadlines are complied with;
- To develop and maintain candidate packs containing application forms and related materials for completion by those seeking election;
- To issue guidelines on the obligations and procedures to be complied with by Candidates, to assist Candidates in understanding their obligations and to ensure that the election process is fair and honest;
- To review all Candidate applications and determine whether the Candidate can stand for election;

- At its discretion or when requested to do so by any person, to review any written materials produced by or on behalf of a Candidate to ensure that they are consistent with the Candidacy Rules;
- To attend the Election Congress meeting to ensure the smooth running of the electoral process in accordance with the IAAF Constitution and applicable rules;
- Following the Election Congress, to obtain information from all Candidates, and prepare a report to the IAAF Congress, on campaign expenditures; and
- To address any breaches or alleged breaches of the Candidacy Rules, subject to referral to the Athletics Integrity Unit.

Personal Attributes

- A person of impeccable integrity
- Significant governance experience including experience in administering election processes
- Significant sports experience, either as a competitor or an administrator
- Fluency in written and spoken French is desirable

Administration

For each Panel member, the IAAF will reimburse travel expenses and provide a nominal service fee.

Selection Process

A sub-group appointed by the IAAF Council will be responsible for recommending to the full Council the preferred candidates for appointment following completion of the search and selection process.

How to Apply

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

Applications to panel-candidates@iaaf.org **must be received by close of business on Friday November 2, 2018** and must include the following:

- A full **Curriculum Vitae**
- **Confidential contact details** including address (work and home), telephone numbers (including mobile) and confidential 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 any 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.