



## **ATHLETE COMMITTEE CHAIR ROLE DESCRIPTION / POSITION PROFILE**

### **BASIC FUNCTION**

#### **As a Standing Committee Chair, the role will:**

- Ensure meetings are called and held in accordance with the organizations' mandate, terms of reference and/or by-laws;
- Schedule dates, times and location for meetings, in consultation with the WADA appointed Secretary to the Committee;
- Establish and confirm an agenda for each meeting, in consultation with the WADA Secretary to the Committee;
- Ensure the meeting agenda and relevant documents are circulated to the members of the Committee at least 10 working days in advance of the meeting;
- Request from WADA information that is necessary for decision making;
- Officiate and conduct meetings;
- Communicate with the Committee members and relevant stakeholders between meetings, as necessary and appropriate;
- Provide leadership and ensure Committee members are aware of their obligations and that the Committee complies with its responsibilities;
- Assign work to the Committee members as appropriate;
- Ensure there is sufficient time during the meeting to fully discuss agenda items;
- Ensure that discussion on agenda items is on topic, productive and professional;
- Ensure meeting notes are complete and accurate, retained, included and reviewed at the next meeting;
- Maintain a strong personal attendance record for the meetings;
- Ensure ongoing communication with the WADA Secretary to the Committee between meetings;
- Compile and provide the Committee's biannual or annual report to the WADA Executive Committee and Foundation Board, both in writing and in person;
- Provide perspectives of the Committee as appropriate or required, when in attendance at the WADA Executive Committee and/or Foundation Board meetings.
- Ensure that the Athlete Committee has a strategy and that it is implemented.

### **SELECTION CRITERIA**

#### **Athlete Committee Chair profile/competencies:**

- Impeccable reputation, integrity and ethics;
- Current or former international-level athlete;
- Experience in being a member of or chairing an Athlete Committee/Commission;
- Experience in chairing meetings;

- Familiar with the operations, roles and responsibilities of World Anti-Doping Code Signatories (International Federations, National Anti-Doping Organizations, Major Event Organizations, etc.);
- Good knowledge of the structure and dynamics of the global anti-doping movement and WADA's work, and specifically of anti-doping issues affecting athletes;
- Extensive network of contacts with athletes and athlete representatives;
- Willingness and ability to provide constructive feedback and input into all existing and emerging WADA programs and activities;
- Ability to deal with complex issues;
- Independent thinker with professional judgment;
- Good communicator with strong command of English.

**The Athlete Committee Chair will also demonstrate:**

- Global perspective and experience;
- Keen desire to work in a highly collaborative, engaged and consensus driven Committee culture. WADA believes in active and direct communication and works hard to ensure an environment where its Committee members can share ideas and voice opinions;
- Flexible, patient style; willing to challenge, yet will listen to, and respect the views of others.

**Independence criteria:**

- The Athlete Committee Chair must meet WADA's general definition of independence:

*"An individual is considered independent when he/she is independent in character and judgment and there are no relationships or circumstances which to an informed third party could affect, or could appear to affect, the individual's judgment".*