



FINANCE AND ADMINISTRATION CHAIR ROLE DESCRIPTION / POSITION PROFILE

ABOUT WADA

Formed in 1999, the World Anti-Doping Agency (WADA) is an international independent agency composed and funded equally by the Sports Movement and Governments of the world. As the global regulatory body, WADA's primary role is to develop, harmonize and coordinate anti-doping rules and policies across all sports and countries. Its key activities include: ensuring and monitoring effective implementation of the World Anti-Doping Code and its related International Standards; scientific and social science research; education; intelligence and investigations; and building anti-doping capacity with anti-doping organizations worldwide.

WADA's vision is a world where all athletes can compete in a doping-free sporting environment; and, the Agency's mission is to lead a collaborative worldwide movement for doping-free sport.

FINANCE AND ADMINISTRATION COMMITTEE PURPOSE

The purpose of the Finance and Administration Committee is to provide expert advice, recommendations and guidance to WADA Management, the WADA Executive Committee and Foundation Board with respect to developing and adhering to budget, funding, and financial and administrative policies, and to ensuring the Agency sustains long-term financial stability.

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 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 an excellent Committee meeting attendance record;
- 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.

SELECTION CRITERIA

Finance and Administration Committee Chair profile/competencies:

- Impeccable reputation, integrity and ethics;
- Experience in chairing Committees;
- Effective leader in accounting and finance with solid background and experience in the operations of a business and/or non-profit;
- Business and financial acumen;
- Strong strategic business planning expertise;
- 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;
- Appreciation of the importance of good governance, transparency, risk and internal control policies;
- Ability to deal with complex issues and to take clear decisions;
- Independent thinker with professional judgment;
- Effective facilitator and communicator with strong command of English, and ability to speak in non-financial language.

The Finance and Administration 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 Finance and Administration 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".