

FINANCE AND ADMINISTRATION COMMITTEE 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 (F&A) 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.

FUNCTION OF THE STANDING COMMITTEE CHAIR

As a Standing Committee Chair, the role will include the following:

- Ensure meetings are called and held in accordance with the organizations' mandate, terms of reference and/or regulations;
- Schedule dates, times and location for meetings, in consultation with the WADA liaison person/s of the Committee;
- Establish and confirm an agenda for each meeting, in consultation with the WADA liaison person/s of 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 liaison person/s of the Committee between meetings;
- Report any concerns regarding governance, ethics or conduct to the WADA liaison person/s;

- Compile and deliver the Committee's reports to the WADA Executive Committee and Foundation Board as and when necessary, both in writing and virtually, or in person when the Chair of the Executive Committee/Foundation Board deems it necessary;
- Provide perspectives of the Committee as appropriate or required when in attendance at the WADA Executive Committee and/or Foundation Board meetings.

SELECTION CRITERIA

F&A 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 F&A Committee Chair will also demonstrate:

- Global perspective and experience;
- Keen desire to work in a highly collaborative, diverse, 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 F&A Committee Chair must meet WADA's the requirements of the Operational and Personal Independence criteria set out in the [WADA Regulations on Independence](#):
 - Operational Independence: the official in the exercise of their mandate shall always act in the best interest of WADA and remain free of undue influence. The fact that an official has a duty or responsibility to, or holds an office or a relationship with, a WADA stakeholder, or was nominated or proposed by a WADA stakeholder, does not per se hinder the official from exercising their mandate in the best interest of WADA.
 - Personal Independence: the official must exercise their mandate in a personal capacity and shall not act upon direction or coordinate with any other person / entity outside WADA.