
STATUTORY POSITION

**APSO DIRECTOR - EXECUTIVE BOARD MEMBER
(INCLUDING THE PRESIDENT)**

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A. JOB SPECIFICATIONS

1. TERM

Members of the Executive Board are elected by the General Assembly for four-year terms in the year following the Paralympic Summer Games. Each Term starts at the close of the General Assembly at which they are elected and conclude at the end of the annual General Assembly four years after.

Individuals may hold the same position on the Executive Board for a maximum of two consecutive terms, provided at least one of these terms lasts two years or more. In any case, an individual may not sit at the Executive Board more than three consecutive terms including if the individual seeks to occupy a different position.

The office of an Executive Board member can be vacated as defined in Article 12.7 of APSO Statutes.

2. PRIMARY RESPONSIBILITIES

To act in accordance with the role, functions and responsibilities as Executive Board Member as set out in APSO Statutes.

3. KEY REQUIREMENTS

The Applicant must:

- 3.1. Demonstrate strong alignment with APSO's mission to promote and develop Paralympic sports.
- 3.2. Have a long-term vision for Para sport that aligns with the APSO Strategy.
- 3.3. Possess experience in strategic planning and high-level decision-making.
- 3.4. Understand governance best practices in sport.
- 3.5. Bring experience in non-profit or sport governance, particularly within disability or adaptive sports.
- 3.6. Exhibit proven leadership skills and the ability to represent APSO at international level.
- 3.7. Advocate for inclusivity, accessibility, and the rights of athletes with disabilities.
- 3.8. Be familiar with the Paralympic movement, its structure (e.g., IPC, NPCs), and principles of para sport classification.
- 3.9. Demonstrate strong communication and interpersonal skills.
- 3.10. Uphold high ethical standards and integrity.
- 3.11. Commit to maintaining transparency and accountability within APSO.
- 3.12. Be willing to dedicate the necessary time for board meetings and representation duties.
- 3.13. Be proficient in the English language.
- 3.14. Have working knowledge of computer skills and be proficient in the use of: email, spread sheets, PowerPoint and Word.

4. RESPONSIBILITIES OF EXECUTIVE BOARD

As per Article 12.6 of APSO Statutes:

- 4.1. to provide strategic direction to APSO;
- 4.2. to manage the affairs of APSO on behalf of the Members between meetings;
- 4.3. to ensure the pursuit of the objects of APSO as set out in article 2.2 of APSO Statutes, if instructed so by the General Assembly;

- 4.4. to prepare for and direct the General Assembly;
- 4.5. to make an annual report to the General Assembly;
- 4.6. to implement the decisions and resolutions of the General Assembly;
- 4.7. to prepare the annual budget for approval of the General Assembly;
- 4.8. to suggest to the General Assembly the distribution among APSO Members of Para-sport grants from the IPC and any other Paralympic Games related revenues (cf. article 2.2 let. c of APSO Statutes);
- 4.9. to open any bank accounts necessary for achievement of the objects of APSO;
- 4.10. to consult and communicate with the Members and Affiliates on matters of common interest in relation to the Paralympic Games and the Paralympic Movement;
- 4.11. to choose APSO representatives on Commissions or organisations where APSO is invited to have representation;
- 4.12. to appoint such agents and engage such employees as it will deem necessary from time to time to have such authority and perform such duties as prescribed;
- 4.13. to set the remuneration for agents and employees of APSO;
- 4.14. to establish a Member and Affiliate admission process, in order for the General Assembly to approve their admission.

5. DUTIES OF THE POSITIONS

- 5.1. To sign at the time of the submission of the candidature this document which includes a non-disclosure of confidential information (Annex I) and a conflict of interest disclosure statement (Annex II) and send it together with the Candidacy document by the established deadline;
- 5.2. As an APSO elected Executive Board Member to undertake to respect the APSO Statutes, and to commit to avoid any actual or perceived conflict of interest. To maintain a neutral, independent and fair position towards all APSO members. Financial and/or personal interests shall never influence the Executive Board Member's duties as Member and the Executive Board Member shall take all reasonable efforts to avoid any such perception. In this sense to update the Conflict-of-Interest Statement annually or as necessary.
- 5.3. To refrain at all times from making any statements either written or oral, including but not limited to the media or in social media, or behaving in any way or taking any actions or omitting to take any action, that might cause harm to APSO or to the Paralympic Movement in general. This includes statements that might create a perception of bias;
- 5.4. To acknowledge that the Curriculum Vitae (without contact details information) will be distributed to APSO members.
- 5.5. This position is honorary and carries no remuneration. Reasonable expenses incurred while fulfilling the functions shall be met by APSO.

B. ANNEX I – NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

“Confidential Information” shall include but not be limited to any and all specifications, commercial and technical or non-technical data, contracts or other agreements, financials, business plans and analysis, drawings, product and service concepts and configurations, marketing proposals, documentation, or other technical or business information in relation to APSO, which is marked with an indicator such as “Confidential” or identified as such by APSO President and/or APSO Honorary Secretary General, but excluding information which:

- is or comes into the public domain otherwise than by disclosure or default by the Executive Board Member;
- was or is lawfully obtained or available from a third party who was lawfully in possession of the same and free to disclose it; or
- was already known to the Executive Board Member as evidenced by written record pre-dating such disclosure.

The Executive Board Member will not disclose any Confidential Information to third-parties other than persons under appropriate burden of confidentiality and who are required to have the information in order to carry out the relevant discussions. The Executive Board Member will take all reasonable measures and such measures shall include the highest degree of care to protect the secrecy of and avoid disclosure or use of Confidential Information in order to prevent it from falling into the public or the possession of persons other than those persons authorised to have any such information.

The Executive Board Member will notify the President and the Honorary Secretary General in writing of any misuse or request of disclosure of Confidential Information, which may come to the Executive Board Member’s attention.

I have read and understood this Annex and accept the responsibilities and constraints listed above.

C. ANNEX II – CONFLICT OF INTEREST DISCLOSURE STATEMENT

1. Do you or a member of your immediate family transact business with or provide services to APSO or one of its members? Please list the relevant entities or persons below and describe the dealings. If none, please state “none”.

2. Are you or a member of your immediate family an officer, partner, director, trustee, owner (in the case of public companies, of at least 5% of total equity), beneficial owner, consultant or employee of any person or entity that does business with or provides services to APSO or one of its members? Please list the relevant entities or persons below and describe the dealings. If none, please state “none”.

3. Is there any other relationship or matter not disclosed above that might be perceived to compromise your obligations to APSO? If none, please state “none”.

I have read and understood this Annex and certify that the answers to the questions above are complete and fully reflect any conflicts of interest as defined in this policy. I understand that I have a responsibility to update as necessary should my circumstances change.

D. SIGNATURE

Name

APSO Position for which I apply

Signature