

Dear IAF Members,

1. Nomination(s) for the position of IAF Financial Oversight Committee Accreditation Body Member

At the IAF 32nd General Assembly Meeting held in Singapore in October 2018, Ms. Yuko Yoneoka (JAB) was appointed as an IAF Financial Oversight Committee (FOC) Accreditation Body (AB) Member, for a first three-year term to conclude at the end of the 2021 calendar year (Resolution 2018-30 refers).

Ms. Yoneoka has since confirmed that due to her retirement, she would no longer be able to serve as an FOC member in IAF.

Nominations are therefore invited for an Accreditation Body Member representative of the FOC in accordance with Section 8.1 of IAF PL5:2016 Structure of the International Accreditation Forum, Inc.

The relevant sections of IAF PL5 concerning the nomination and terms of reference of FOC Members are outlined below for your convenience.

SECTION 8.1. Financial Oversight Committee (FOC)

8.1.1 Membership

The FOC shall consist of three (3) persons from the IAF membership and shall be elected by the IAF voting Members at an Annual Meeting or by ballot in accordance with IAF PL 2 Bylaws of the IAF, Section 3.11 "Action by Written Ballot", as decided by the IAF Board.

The following rules shall apply for membership of the FOC:

- i. Two (2) members of the FOC shall be elected from representatives of the Accreditation Body Members of IAF;*
- ii. One (1) member of the FOC shall be elected from Representatives of the Association Members of IAF;*
- iii. No person serving on the FOC shall be a member of the IAF Executive Committee; and*
- iv. A single IAF Member Body may nominate only one (1) person to serve on the FOC.*

One (1) member of the FOC shall be nominated as the FOC Chair, which shall subsequently be confirmed at an Annual Meeting.

The term of service for the members of the FOC shall be for a maximum of two (2) consecutive, three (3) year terms, i.e. a maximum of six (6) years. A member once having resigned from the FOC or completed the maximum period of service shall not be eligible to serve for a further term.

If a position on the FOC becomes vacant between Annual Meetings, the IAF Board may appoint a person to serve on the Committee. The IAF membership shall be asked to endorse the appointment at the following Annual Meeting.

SECTION 8.1.3 Terms of Reference

The FOC shall review the Financial Statement and the report of the independent auditors. The purpose of this review shall be to identify and report on management's handling of IAF finances including financial

*reporting, internal controls, and the application of the budget approved by IAF membership.
The FOC shall report at least one month prior to the Annual Meeting each year, and may make such recommendations to the Annual Meeting as it sees fit.
The FOC shall recommend to the IAF Annual Meeting to formally approve or not IAF's financial performance in the previous financial year.*

2. Submission of Nominations

In accordance with Section 8.1.1 i. of IAF PL5, IAF Members are invited to submit any nominations for the position of IAF FOC AB Member to Secretary@iaf.nu, by close of business 10 Aug. 2020, Sydney, Australia time.

A simple email from one Member nominating an individual, together with an email from that individual agreeing to accept the nomination, will suffice.

Please note that if there is more than one individual nominated for the position, it will be necessary to conduct a ballot amongst all IAF Members, and also that, in accordance with a previous Board decision, the IAF Secretary will advise of nominations as they are received.

3. Commencement of Term of Office

In accordance with PL5 above, the successful candidate can be appointed by the Board to serve immediately.

If you have any questions regarding the above, please do not hesitate to ask.

Best regards,

Elva

Elva Nilsen
IAF Secretary

Box 1811 | Chelsea | Quebec | J9B 1A1 | Canada
+1 613 454 8159 | secretary@iaf.nu | www.iaf.nu