



# FISITA Rules

1 June 2025

Fédération Internationale des Sociétés d'Ingénieurs des Techniques de l'Automobile

(International Federation of Automotive Engineering Societies)

FISITA (UK) LIMITED

Company number 3572997

Rules

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1. Introduction

- 1.1 The Fédération Internationale des Sociétés d'Ingénieurs des Techniques de l'Automobile is an Association incorporated in France under French law, with its registered office at Immeuble 'Le Gabriel Voisin', 79 RUE JEAN-JACQUES ROUSSEAU, 92158 SURESNES CEDEX FRANCE (the **Association**). The abbreviation of the Association's name is FISITA, which gives its name to FISITA (UK) Limited.
- 1.2 FISITA (UK) Limited is a company limited by shares established and registered in England and Wales with company number 3572997 and registered office at New Mead Barn, Wickham Hall, Hadham Road, Bishop's Stortford, CM23 1JG (**FISITA**). FISITA is wholly owned by the Association, which is its sole shareholder.
- 1.3 These Rules (the **Rules**) are made by FISITA, pursuant to FISITA's Articles of Association (the **Articles**). The Rules aim to be consistent with the Articles, but, to the extent that there is any inconsistency, the Articles shall prevail.
- 1.4 FISITA is a membership organisation whose vision statement is to 'Promote Excellence in Mobility Engineering'. The purpose of the Rules is to bring together the international community of FISITA within a clear, efficient and appropriate governance and operational framework which ensures FISITA's strategic development and direction is led by the members who subscribe to FISITA (the **Members**).
- 1.5 The Rules are published in the Members' section of FISITA's website at [www.fisita.com](http://www.fisita.com) and a copy of the Rules is also available to any Member on request.

## 2. Purpose and means

- 2.1 FISITA is the international network for automotive/mobility engineers, from student to chief technology officer/chief executive officer. Its purpose is to deliver collaborative thought leadership and support to the world's ground mobility systems engineers, helping them to achieve their goals and continue to push the boundaries of technology while maintaining high ethical standards, delivering continuous improvement and enabling progress that will benefit society.
- 2.2 This purpose is fulfilled by facilitating professional engagement and collaboration among Members and their communities, providing a Member-led peer group environment for the progressive consideration and advancement of the technology of mobility. This is delivered via online expert groups, peer group sessions and in-person activities, primarily the biennial WMC which collectively delivers a global forum within the international community of FISITA for dialogue, discussion and constructive debate between engineers, strategists, leaders, academia and relevant stakeholders such as environmental and standards organisations.

## 3. Corporate structure

- 3.1 FISITA has three different categories of Members:
  - 3.1.1 Society Members, which are national automotive/mobility and mobility engineering societies;
  - 3.1.2 Corporate Members, which are international organisations in the fields of automotive/mobility and mobility design, manufacturing and use, supply chain companies and relevant new technology companies and those engaged in the technology and methodology of mobility; and
  - 3.1.3 Strategic Partner Members, being organisations that are aligned with the values, vision and ethos of FISITA and can contribute positively to the FISITA community (these are typically non-profit membership organisations or similar);
  - 3.1.4 Academic Members, being those universities and institutions which employ academics and teach students in relevant areas regarding the technology and methodology of mobility.
- 3.2 FISITA may establish additional membership categories as required in order to engage and support all relevant interest groups and best reflect the automotive/mobility and ground mobility engineering industry as it evolves.
- 3.3 The corporate and financial governance, operational management and administration of FISITA is carried out by and on behalf of the board of FISITA (the **Corporate Board**). The FISITA Executive Board (the **Executive Board**) leads on industry, strategy and mission for FISITA and works in tandem with the FISITA Corporate Board. The two Boards are supported by and work in collaboration with:
  - 3.3.1 the International Strategy Group; which is chaired by the FISITA Vice President Strategy, supported by the CTO, and advised by the CEO and up to three other relevant individuals from within the membership community of FISITA.

- 3.3.2 committees established by and reporting to the Executive Board, pursuant to recommendations from the Executive Board, including:
  - 3.3.2.1 Nominations;
  - 3.3.2.2 Education;
  - 3.3.2.3 Industry and Technical; and
  - 3.3.2.4 Society
- 3.3.3 committees established by and reporting directly to the Corporate Board, including:
  - 3.3.3.1 Compensation;
  - 3.3.3.2 Finance; and
  - 3.3.3.3 Communications

together the **Committees**, with oversight from the General Assembly.
- 3.4 All meetings of the bodies described in clause 3.3 above may be held in person, but may be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.
- 3.5 If a member of a body described in clause 3.3 above has a personal interest, directly or indirectly, in a matter to be discussed by the body of which they are a member, the member concerned shall:
  - 3.5.1 declare an interest before or when the matter is discussed;
  - 3.5.2 withdraw from the discussion on that matter, unless invited to remain to contribute information;
  - 3.5.3 not be counted in the quorum for that part of the meeting and any vote on the matter; and
  - 3.5.4 withdraw during the vote and have no vote on the matter.

#### **4. FISITA Corporate Board**

- 4.1 Membership of the Corporate Board comprises the company directors of FISITA (the **Directors**) who are appointed (and retire, resign and may be removed) pursuant to the Articles and who are registered with the Registrar of Companies for England and Wales at Companies House. The Chief Executive Officer (**CEO**) of FISITA is also a Director and therefore a member of the Corporate Board. The President shall usually attend meetings of the Corporate Board, although they shall not have voting rights.
- 4.2 The Chair shall chair the Corporate Board and the CEO shall be the Secretary.
- 4.3 The Directors may delegate any of the powers conferred on them by the Articles to the CEO and may also delegate the day-to-day management and administration of FISITA to the FISITA staff team, who are led by the CEO.

- 4.4 The Directors may also delegate powers or functions to the relevant Committee or Committees of the Corporate Board, and at least one Director shall be a member of any such Committee. In particular, the following Committees are established by and report to the Corporate Board:
- 4.4.1 the Compensation Committee;
  - 4.4.2 the Finance Committee; and
  - 4.4.3 the Communications Committee.
- 4.5 The Directors may in addition establish one or more temporary sub-committees, should circumstances deem it appropriate or expedient to do so.
- 4.6 The functions of the Corporate Board include to:
- 4.6.1 ensure FISITA's prosperity by collectively directing its affairs while meeting the interests of the membership and relevant stakeholders;
  - 4.6.2 develop, devise and set the strategy, plans and structure to implement and deliver the vision, mission and values of the international connected community of FISITA;
  - 4.6.3 develop and implement financial and investment strategies to support the strategic intent of FISITA;
  - 4.6.4 ensure appropriate corporate governance is established and regularly reviewed and evaluated (this includes the review and amendment, as appropriate, of these Rules, as well as the review and amendment of Terms of Reference for the Committees);
  - 4.6.5 develop and monitor the implementation of policies of FISITA, including membership, operational and governance policies;
  - 4.6.5 oversee, monitor and evaluate operational delivery and management;
  - 4.6.6 determine risk appetite and devise a risk management strategy, supported by a robust programme of risk management tailored to FISITA's priorities and activities;
  - 4.6.7 review and evaluate present and future opportunities threats and risks in the external environment, as well as current and future strengths, weaknesses and risks relating to FISITA;
  - 4.6.8 ensure the effectiveness of internal and external communications and messaging, working in conjunction with the Communications Committee;
  - 4.6.9 ensure regulatory compliance; and
  - 4.6.10 to consider such matters as may be referred to it by the FISITA community.
- 4.7 The Corporate Board shall meet not less than four times per annum, with additional meetings held as necessary. Decision-making at or between meetings shall accord with the provisions of the Articles.
- 4.8 The Corporate Board shall otherwise regulate itself in accordance with the Articles.

## **5. FISITA Executive Board**

5.1 Membership of the Executive Board comprises the:

- 5.1.1 President;
- 5.1.2 President Elect;
- 5.1.3 Honorary Lifetime President;
- 5.1.4 Vice Presidents, including:
  - 5.1.4.1 VP Strategy;
  - 5.1.4.2 VP Industry and Technical;
  - 5.1.4.3 VP Society;
  - 5.1.4.4 VP Education;
  - 5.1.4.5 VP Europe;
  - 5.1.4.6 VP Asia;
  - 5.1.4.7 VP Americas(and such other Vice Presidents as may be appointed); and
- 5.1.5 the CEO;

The Chair of the Corporate Board shall usually attend all meetings of the Executive Board, although they shall not have voting rights.

5.2 The President shall chair the Executive Board and the CEO shall be the Secretary.

5.3 The Executive Board may delegate any element of its functions to the CEO and may also delegate functions or elements thereof to those of the Committees which report to it. The following Committees report to the Executive Board:

- 5.3.1 the Nominations Committee;
- 5.3.2 the Education Committee;
- 5.3.3 the Industry and Technical Committee;
- 5.3.4 the Society Committee; and

and at least one member of the Executive Board shall be a member of each of the above four Committees.

5.4 The Executive Board may in addition establish one or more temporary sub-committees, should circumstances deem it appropriate or expedient to do so. At least one member of the Executive Board shall be a member of any such temporary sub-committee.

5.5 The functions of the Executive Board include to:

- 5.5.1 be responsible for the development of the vision, mission and values of the international community of FISITA;
- 5.5.2 be responsible for the development of industry strategy;

- 5.5.3 advise the Corporate Board on membership matters, including categories, eligibility criteria, admissions process, fees, benefits and rules;
- 5.5.4 review and recommend to the Corporate Board the development, expansion and enhancement of activities for the Members;
- 5.5.4 advise the Corporate Board on the WMC and the development and delivery of and locations for meetings of the General Assembly in years when the WMC does not take place;
- 5.5.5 liaise with the President and the Chair of the Corporate Board (who serve as Co-Chairs of the General Assembly) and the Corporate Board about the agenda and arrangements for General Assembly meetings; and
- 5.5.6 consider such matters as may be referred to it by the FISITA community.
- 5.6 The Executive Board shall meet twice per annum. The quorum for decision-making at its meetings shall be two thirds of the total number of members of the Executive Board. Each member of the Executive Board shall have one vote, except in the case of an equality of votes, the President shall have a second or casting vote. Decisions shall be made by majority of votes.
- 5.7 The Executive Board shall otherwise regulate its proceedings as it thinks fit, subject to consultation with and approval of the Corporate Board.

## **6. International Strategy Group**

- 6.1 Membership of the International Strategy Group comprises the:
  - 6.1.1 VP Strategy;
  - 6.1.2 the CEO;
  - 6.1.3 FISITA Chief Technology Officer;
  - 6.1.4 Strategic Advisor to the CEO; and
  - 6.1.5 up to a maximum of three industry leaders appointed by the International Strategy Group.
- 6.2 The VP Strategy shall chair the International Strategy Group and the CTO shall be the Secretary.
- 6.3 The International Strategy Group may establish one or more temporary sub-committees, should circumstances deem it appropriate or expedient to do so.
- 6.4 The functions of the International Strategy Group include to:
  - 6.4.1 devise and recommend the technical and strategic priorities for FISITA which inform operational development and delivery;
  - 6.4.2 gather ideas, proposals and requests from the Members about FISITA's focus, strategic direction and Members' activities;
  - 6.4.3 consider, review and prioritise such ideas and proposals from the Members and to recommend them to the Executive Board;

- 6.4.4 develop and recommend Member recruitment strategy and delivery and to advise the CEO in this regard; and
- 6.4.5 to consider such matters as may be referred to it by the FISITA community.
- 6.5 The International Strategy Group shall meet up to four times per year. The quorum for decision-making at its meetings shall be two thirds of the total number of members of the International Strategy Group. Each member of the International Strategy Group shall have one vote, except in the case of an equality of votes, the Chair shall have a second or casting vote. Decisions shall be made by majority of votes.
- 6.6 The International Strategy Group shall otherwise regulate its proceedings as it thinks fit, subject to consultation with and approval of the Executive Board and the Corporate Board.

## **7. The General Assembly**

- 7.1 The General Assembly is an annual meeting held in person at the end of the WMC in years when the WMC takes place and, in the interim years, either in person or online/hybrid as the Corporate Board shall determine.
- 7.2 Each of FISITA's Society Members, Corporate Members, Academic Members and Strategic Partner Members shall nominate its own FISITA Member Leader who shall ensure that materials and information relating to the General Assembly are disseminated within their organisations.
- 7.3 All colleagues from FISITA's Society Members, Corporate Members, Academic Members and Strategic Partner Members are invited to attend the General Assembly, with all members of the Corporate Board, the Executive Board and the International Strategy Group expected to attend.
- 7.4 The President and the Chair of the Corporate Board shall co-chair the General Assembly and the CEO shall be the Secretary.
- 7.5 The functions of the General Assembly include to:
  - 7.5.1 bring together the international membership community of FISITA in a forum at which all sections of the community, including representatives of all membership categories, are present;
  - 7.5.2 present to the membership community of FISITA a detailed report, delivered by the FISITA President, the Chair of the Corporate Board and the CEO, which:
    - 7.5.2.1 reviews progress made against plan for the previous period;
    - 7.5.2.2 confirms the plan and budgets for the coming period; and
    - 7.5.2.3 reviews the long-term vision and strategic direction of FISITA, including financial management and application of investment assets.
  - 7.5.3 recognise at the WMC:
    - 7.5.3.1 the handover from the outgoing President to the incoming President (whose appointment shall take effect from the conclusion of the General Assembly);



7.5.3.2 the appointment of the President Elect; and

7.5.3.3 the appointment of the Vice Presidents.

7.5.4 provide an opportunity for the Members to ask questions of the Corporate Board, the Executive Board or the International Strategy Group orally during the meeting of the General Assembly, with the means of answering such questions to be directed by the Chair of the meeting;

7.5.5 offer feedback to the Corporate Board and to the Executive Board; and

7.5.6 to consider such matters as may be referred to it by the Corporate Board or by the Executive Board.

7.6 The General Assembly shall meet once at the WMC and once in every other year on a date and at a time and location and in a format to be announced by the Secretary at least 6 months in advance of the meeting.

7.7 The agenda (and any accompanying papers) for each meeting of the General Assembly shall be circulated to the Members (for dissemination by the FISITA Member Leaders) by the Secretary at least one month in advance of the next meeting of the General Assembly.

7.8 The quorum for decision-making at meeting of the General Assembly shall be one third of the total number of members of the General Assembly. Each member of the General Assembly shall have one vote. Decisions shall be made by majority of votes.

7.9 The General Assembly shall otherwise regulate its proceedings as it thinks fit, subject to consultation with and approval of the Corporate Board and the Executive Board.

## **8. Amendments**

8.1 The Corporate Board may make, alter and repeal the Rules as it considers necessary, pursuant to the Articles.

## **9. Review**

9.1 The Corporate Board shall review these Rules annually at the first meeting of the Board following the meeting of the General Assembly.

9.2 The Corporate Board, or any advisors appointed on its behalf for this purpose, may make suggestions to amend these Rules should the scope or functions of any of the bodies described in clause 3.3 above, or their responsibilities, change or if there is a change in law or practice.

## **10. Definitions**

10.1 **Articles** shall mean the Articles of Association of FISITA for the time being in force.

10.2 **Association** shall mean The Fédération Internationale des Sociétés d'Ingénieurs des Techniques de l'Automobile is an Association incorporated in France under French law, with

its registered office at Immeuble 'Le Gabriel Voisin', 79 Rue Jean-Jacques Rousseau, F 95158 Suresnes Cx, France.

- 10.3 **CEO** means the Chief Executive Officer of FISITA for the time being.
- 10.4 **Committees** shall mean the committees listed in clause 3.2.2 above.
- 10.5 **CTO** means the Chief Technology Officer of FISITA for the time being.
- 10.6 **Directors** shall mean the company directors of FISITA for the time being.
- 10.7 **FISITA** shall mean FISITA (UK) Limited is a company limited by shares established and registered in England and Wales with company number 3572997 and registered office at New Mead Barn, Wickham Hall, Hadham Road, Bishop's Stortford, CM23 1JG.
- 10.8 **FISITA community** shall mean the bodies described in clause 3.2 of these Rules and the Members.
- 10.9 **Members** shall mean the subscribing members of FISITA (who are not, for the avoidance of doubt, the company law members of FISITA).
- 10.10 **Rules** shall mean these Rules.
- 10.11 **WMC** means the biennial World Mobility Conference.

## **APPENDIX 1 – TERMS OF REFERENCE**

### ***FISITA Communications Committee – Terms of Reference***

#### ***Purpose***

The Communications Committee is responsible for overseeing the management of FISITA's communications activities, for advising the staff team communications lead and for making recommendations to the **Corporate** Board and **the** Executive Board.

#### **Responsibilities**

The Communications Committee is tasked with the following responsibilities:

- Collaborate with the staff team communications function in developing, delivering and evolving communications, PR and engagement strategies which raise the profile of FISITA in alignment with the annual business plans and long-term strategies of the organisation.
- Set objectives which bring business plan aspirations to delivery, with clear focus on delivering international communications as the recognised 'thought leader' in the area of automotive/mobility engineering and leadership
- Innovate in delivery and coordination of key messaging and multi-disciplinary campaigns which roll-out directly to members, external audiences and stakeholders.
- Engage in commercial delivery and provide relevant communications and marketing support to enable financial targets to be met and exceeded.
- Advise the Corporate Board on all matters concerning the creation and development of sustainable and beneficial activities for the FISITA membership community.
- Work with the staff team and other FISITA members/committees to deliver the objectives determined by the Communications Committee, as detailed within the annual FISITA business plan.

#### **Membership**

The Communications Committee shall have up to 7 members, including the following members:

- The lead communications member of the Corporate Board (who shall chair the Communications Committee);
- Chief Executive;
- Chief Operating Officer;
- Such other staff leads as the Communications Committee determines; and
- Other marketing and communications specialists as the Communications Committee determines.

#### **Skills and experience**

Essential skills and experience for Communications Committee members include:

- Currently serving in role as a communications professional
- Astute in the strategies of communication with a proven track record of sound judgement and effective decision making
- Mission-led/non-profit organisation experience or similar
- Strong communication skills and collaborative style
- Experience of working within an international organisation with colleagues from diverse backgrounds.
- Enthusiastic team player with a practical, "can-do" attitude.

**Quorum and voting**

The presence of four or more voting members shall constitute a quorum. Each voting member will have one vote, and no member may be represented by proxy at a meeting of the Communications Committee.

**Conflicts of interest**

If a member of the Communications Committee has a personal interest, directly or indirectly, in a matter to be discussed by the body of which they are a member, the member concerned shall:

- declare an interest before or when the matter is discussed;
- withdraw from the discussion on that matter, unless invited to remain to contribute information;
- not be counted in the quorum for that part of the meeting and any vote on the matter; and
- withdraw during the vote and have no vote on the matter.

**Time commitment & meetings**

The Communications Committee will meet at least twice per year.

Meetings may be held in person, but may also be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.

**Reporting**

The Communications Committee reports, via the Committee Chair, to the Corporate Board.

**Staff support**

The work of the Communications Committee will be supported by the staff team communications lead and FISITA staff team.

## ***FISITA Compensation Committee - Terms of Reference***

### **Purpose**

The Compensation Committee is delegated by the Corporate Board to manage the creation, delivery and review of company compensation for the staff team.

### **Responsibilities**

The Compensation Committee is tasked with the following responsibilities:

- To approve on behalf of the Corporate Board:
  - The employment contract, annual salary and remuneration review, and any termination agreement for the Chief Executive. For information purposes, the Compensation Committee will also receive details of the salaries of all other staff. While the Chief Executive is solely responsible for determining the salaries of the other staff, the provision of such information could be required for due diligence purposes.
  - Employment policy for all staff, including pension schemes, and any general arrangements for performance-related pay.
  - Annual salary budget changes.
  - Any offer of a non-executive directorship or other external appointment to the Chief Executive or other senior staff, whether remunerated or not.
- To monitor the market for compensation and benefits to ensure that FISITA's compensation package is competitive.
- To consider the Chief Executive's recommendations on the treatment of material benefits associated with the employment of any member of staff.
- To provide a formal report to be submitted annually for noting by the Corporate Board. The content of these reports should be broad-based and provide information such as the nature of salary changes and not the salary details of individuals.

### **Membership**

The Compensation Committee shall have a minimum of 3 and a maximum of 5 members, who may include the following members:

- President;
- President Elect;
- Chair of the Corporate Board;
- A member or members of the Corporate Board; and
- other suitably qualified and experienced individuals identified by the Chair of the Compensation Committee at their discretion.

The Chair of the Compensation Committee shall be a member of the Corporate Board (although not the Chair of the Corporate Board) who shall serve in this role for a maximum of three terms each of two years (i.e. 6 years in total).

### **Skills and experience**

Compensation Committee members should possess a strong understanding of compensation and employment practices, financial management, and policy development relevant to FISITA's operations.

**Quorum and voting**

The presence of three or more voting members shall constitute a quorum. Each voting member will have one vote, and no member may be represented by proxy at a meeting of the Compensation Committee.

**Conflicts of interest**

If a member of the Compensation Committee has a personal interest, directly or indirectly, in a matter to be discussed by the body of which they are a member, the member concerned shall:

- declare an interest before or when the matter is discussed;
- withdraw from the discussion on that matter, unless invited to remain to contribute information;
- not be counted in the quorum for that part of the meeting and any vote on the matter; and
- withdraw during the vote and have no vote on the matter.

**Time commitment and meetings**

The Compensation Committee members will meet at least twice per year, being annually in Quarter 4 and also at mid-year to conduct an interim review.

Meetings may be held in person, but may also be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.

**Reporting**

The Compensation Committee reports, via the FISITA President, to the Corporate Board.

**Staff support**

The work of the Compensation Committee will be supported by the FISITA staff team.

## ***FISITA Finance Committee – Terms of Reference***

### **Purpose**

The Finance Committee is responsible for developing policy and overseeing the management of FISITA's financial affairs, and for advising and making recommendations to the Corporate Board.

### **Responsibilities**

The Finance Committee is tasked with the following responsibilities:

- To use their collective knowledge, experience, and expertise to ensure the sound financial administration of FISITA and advise staff and Corporate Board colleagues in the prudent management and governance of all FISITA's financial affairs.
- To support the Chief Executive and staff team in creating annual budgets, delivering them in a timely manner and recommending them to the Corporate Board.
- To review FISITA's investment policy and the progress and management of its investment portfolio pursuant to that policy.
- To provide financial management oversight, and review performance and best practice.
- To conduct an ongoing review of financial progress and deliver regular reports to the Corporate Board.
- To collaborate with colleagues and endeavour to deliver continuous improvement in efficiency, cost control and management, revenue growth, margin and financial optimisation of existing activities.
- Ensure a collaborative approach is deployed which enables the organisation to explore, develop and achieve future generators of revenue for FISITA.

### **Membership**

The Finance Committee shall have up to 5 members, including the following members:

- The lead finance member of the Corporate Board (who shall chair the Finance Committee);
- Chief Executive;
- Finance Manager; and
- Up to two finance experts from within the FISITA membership community.

### **Skills and experience**

Essential skills and experience for Finance Committee members include:

- Currently serving in role as a finance professional
- Financially and commercially astute with a proven track record of sound judgement and effective decision making
- Current knowledge, time served experience of operating within the UK financial governance framework
- Mission-led/non-profit organisation experience or similar
- Strong communication skills and collaborative style
- Experience of working within an international organisation with colleagues from diverse backgrounds.
- Enthusiastic team player with a practical, "can-do" attitude.

**Quorum and voting**

The presence of three or more voting members shall constitute a quorum. Each voting member will have one vote, and no member may be represented by proxy at a meeting of the Finance Committee.

**Conflicts of interest**

If a member of the Finance Committee has a personal interest, directly or indirectly, in a matter to be discussed by the body of which they are a member, the member concerned shall:

- declare an interest before or when the matter is discussed;
- withdraw from the discussion on that matter, unless invited to remain to contribute information;
- not be counted in the quorum for that part of the meeting and any vote on the matter; and
- withdraw during the vote and have no vote on the matter.

**Time commitment & meetings**

The Finance Committee will meet at least twice per year.

Meetings may be held in person, but may also be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.

**Reporting**

The Finance Committee reports, via the Committee Chair, to the Corporate Board.

**Staff support**

The work of the Finance Committee will be supported by the FISITA staff team.



## ***FISITA Education Committee - Terms of Reference***

### **Purpose**

The Education Committee is delegated by the Executive Board to guide and oversee FISITA's activities in support of the global education, training and career development of students, young engineers and the lifetime learning of engineers as they progress through their careers. The Education Committee is responsible for developing FISITA's Education Policy and for advising the Executive Board and community on all education issues.

### **Responsibilities**

The Education Committee is tasked with the following responsibilities:

- Advising the board and staff on matters concerning the education and training of students and young engineers.
- Supporting staff in developing initiatives that encourage student engineers to choose mobility engineering as a career.
- Generating ideas for activities that will help prepare student engineers for successful careers in the global mobility industry.
- Keeping abreast of changes and developments in engineering education worldwide and promoting cooperation and exchange of knowledge on student and education issues among all Society Members.
- Supporting the educational programmes and initiatives of Society Members.
- Working with Society Members to identify and develop ways to attract more students and young engineers to join their national FISITA Society.
- Identifying ways to foster an international dimension to the education and training of young engineers through worldwide student exchange and work experience.
- Supporting and advising the host Society of the World Mobility Conference (**WMC**) to prepare attractive student programmes at each WMC.
- Contributing ideas to encourage global exchange and cooperation between educators in the field of mobility engineering and related technologies.
- Supporting staff to promote the benefits of life-long learning for all students and engineers.

### **Membership**

The Education Committee shall have a minimum of 8 and a maximum of 10 members, including the following members:

- The Vice President (**VP**) Education (who shall chair the Education Committee).
- One student member appointed from a FISITA Society Member.
- At least 6 and up to 8 other members appointed from:
  - the employees or members of Society Members;
  - the employees or members of Corporate Members;
  - the employees or members of such other membership categories as FISITA may establish from time to time; and/or

- other suitably qualified and experienced individuals identified by the VP Education at their discretion.

### **Skills and experience**

Essential skills and experience for Education Committee members include:

- A keen interest and enthusiasm for developments in automotive/mobility engineering, technology, and education sectors.
- Knowledge of the education and development of young engineers.
- Proficiency in spoken and written English.
- Good communication skills and willingness to interact with colleagues from diverse backgrounds.
- An enthusiastic team player with a practical 'can-do' attitude.

### **Quorum and voting**

The presence of four or more voting members shall constitute a quorum. Each voting member will have one vote, and no member may be represented by proxy at a meeting of the Education Committee.

### **Conflicts of interest**

If a member of the Education Committee has a personal interest, directly or indirectly, in a matter to be discussed by the body of which they are a member, the member concerned shall:

- declare an interest before or when the matter is discussed;
- withdraw from the discussion on that matter, unless invited to remain to contribute information;
- not be counted in the quorum for that part of the meeting and any vote on the matter; and
- withdraw during the vote and have no vote on the matter.

### **Time commitment & meetings**

The Education Committee will meet at least twice per year.

Meetings may be held in person, but may also be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.

### **Reporting**

The Education Committee reports, via the VP Education, to the Executive Board. The Executive Board ultimately reports to the Corporate Board.

### **Staff support**

The work of the Education Committee will be supported by the FISITA staff team.

## ***FISITA Nominations Committee – Terms of Reference***

### **Purpose**

The purpose of the Nominations Committee is to operate on behalf of the Executive Board to identify the skills, experience and attributes required for all key elected leadership positions within FISITA and to give careful consideration to any proposed candidates put forward for those positions by the FISITA membership.

### **Responsibilities**

The Nominations Committee is tasked with the following responsibilities:

- Making recommendations to the Executive Board for the appointment of the President.
- Nominating Vice-Presidents and ordinary members of the Executive Board, considering the required skill-set.
- Ensuring that the diversity of the Executive Board and Committee membership reflects the distribution of FISITA members worldwide.
- Actively seeking nominations and co-ordinating the election processes for the FISITA Presidency and Executive Board.
- Maintaining a list of potential candidates with appropriate skills, experience, and personal characteristics, including by liaising with the Chairs of other Committees of the Executive Board and of the Corporate Board, and developing succession plans for key positions.
- Conducting a biennial review of the skills, experience, and personal characteristics required for positions on the Executive Board and identifying gaps to be filled.
- Creating and managing a list of suitably qualified members within the international community of FISITA who might be future candidates for the Executive Board and any Committees of the Executive Board or the Corporate Board.
- Making recommendations to the Executive Board for an appropriate programme of training and mentoring for members of the Executive Board and the Corporate Board and Committees.
- Advising the President on nominees for honours and awards made by other bodies
- Considering other matters referred to it from time to time.

### **Membership**

The Nominations Committee shall comprise the following members:

- President
- President Elect
- Immediate Past President
- Two other members of the Executive Board (decided by the Executive Board)

The Chief Executive is a non-voting member of the Committee and serves as its secretary.

### **Skills and experience**

Essential skills and experience for Nominations Committee members include:

- Leadership experience within FISITA.

- Understanding of the skills and attributes needed for key elected leadership positions.
- Ability to reflect the diversity of the FISITA membership.

### **Quorum and voting**

The presence of three or more voting members shall constitute a quorum. Each voting member will have one vote, and no member may be represented by proxy at a meeting of the Nominations Committee.

### **Conflicts of interest**

If a member of the Nominations Committee has a personal interest, directly or indirectly, in a matter to be discussed by the body of which they are a member, the member concerned shall:

- declare an interest before or when the matter is discussed;
- withdraw from the discussion on that matter, unless invited to remain to contribute information;
- not be counted in the quorum for that part of the meeting and any vote on the matter; and
- withdraw during the vote and have no vote on the matter.

### **Time commitment & meetings**

Members are expected to actively participate in meetings, with a minimum of one meeting every year. Additional meetings may be convened at any time by the Chief Executive if requested by the Chairman of the Nominations Committee, President, or President Elect.

Meetings may be held in person, but may also be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.

### **Reporting**

The Nominations Committee reports to the Executive Board. The Executive Board reports ultimately to the FISITA Corporate Board.

### **Staff support**

The work of the Nominations Committee will be supported by the FISITA staff team.

## ***FISITA Society Committee – Terms of Reference***

### **Purpose**

The Society Committee is delegated by the Executive Board to guide and oversee FISITA's activities to promote the exchange of Society Member knowledge within the international connected community of FISITA.

### **Responsibilities**

The Society Committee is tasked with the following responsibilities:

- Champion FISITA as the recognised international umbrella organisation, delivering meaningful support and leadership to the national Society Member community for mobility engineers and the technology of mobility agenda.
- Advise the Executive Board on all matters concerning the creation and development of sustainable and beneficial activities for and on behalf of the FISITA Society Member community.
- Work with the staff team and other FISITA members/committees in delivering the objectives as determined by the Society Committee and detailed within the annual FISITA business plan.

### **Membership**

The Society Committee shall have a minimum of 8 and a maximum of 10 members, including the following members:

- The Vice President (**VP**) Society (who shall chair the Society Committee).
- One student member appointed from a FISITA Society Member.
- At least 6 and up to 8 other members appointed from:
  - the employees or members of Society Members;
  - the employees or members of Corporate Members;
  - the employees or members of such other membership categories as FISITA may establish from time to time; and/or
  - other suitably qualified and experienced individuals identified by the VP Society at their discretion.

### **Skills and experience**

Essential skills and experience for Society Committee members include:

- Keen interest and enthusiasm for new developments in automotive/mobility engineering, technology, and society sectors.
- Senior Society Member representatives with decision-making authority within their organisation.
- Proficiency in spoken and written English.
- Good communication skills and willingness to interact with and learn from colleagues from diverse nationalities and backgrounds.
- Enthusiastic team player with a practical 'can-do' attitude.

**Quorum and voting**

The presence of four or more voting members shall constitute a quorum. Each voting member will have one vote, and no member may be represented by proxy at a meeting of the Society Committee.

**Conflicts of interest**

If a member of the Society Committee has a personal interest, directly or indirectly, in a matter to be discussed by the body of which they are a member, the member concerned shall:

- declare an interest before or when the matter is discussed;
- withdraw from the discussion on that matter, unless invited to remain to contribute information;
- not be counted in the quorum for that part of the meeting and any vote on the matter; and
- withdraw during the vote and have no vote on the matter.

**Time commitment & meetings**

The Society Committee will meet at least twice per year.

Meetings may be held in person, but may also be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.

**Reporting**

The Society Committee reports, via the VP Society, to the Executive Board. The Executive Board ultimately reports to the Corporate Board.

**Staff support**

The work of the Society Committee will be supported by the FISITA staff team.

## ***FISITA Industry and Technical Committee - Terms of Reference***

### **Purpose**

The Technical and Industry Committee is delegated by the Executive Board to guide and oversee FISITA's activities to promote the exchange of technical and industry knowledge within the international connected community of FISITA.

### **Responsibilities**

The Technical Committee is tasked with the following responsibilities:

- Generate ideas for ways to provide the global engineering community with technical knowledge.
- Discuss the latest significant developments and trends in automotive/mobility and mobility technology and identify "information gaps" and "technical priorities" where FISITA could make a positive contribution.
- Identify opportunities to facilitate the collection, collation, and dissemination of global automotive/mobility and mobility technical information.
- Facilitate cooperation between Society Members in technical activity.
- Identify methods to assist with the technical development of Society Members.
- Provide advice to the host society in the organisation of the World Mobility Conference (WMC).
- Support FISITA staff and WMC organisers to drive the continuing improvement of the WMC by reviewing performance and helping update the WMC Guidelines following each event.
- Lead and collaborate on the development of FISITA Publications, such as Briefing Papers, White Papers, Position Papers and Output Papers.
- Developing plans which coordinate the Corporate Members through communications and engagement.
- Contributing to the development of activities of value which provide greater relevance to Corporate Members.
- Advising and supporting on Corporate Member recruitment strategy.

### **Membership**

The Technical and Industry Committee shall have a minimum of 8 and a maximum of 10 members, including the following members:

- The Vice President (**VP**) Technical and Industry (who shall chair the Technical and Industry Committee).
- One student member appointed from a FISITA Society Member.
- At least 6 and up to 8 other members appointed from:
  - the employees or members of Society Members;
  - the employees or members of Corporate Members;
  - the employees or members of such other membership categories as FISITA may establish from time to time; and/or
  - other suitably qualified and experienced individuals identified by the VP Technical and Industry at their discretion.

### **Skills and experience**

Essential skills and experience for Technical and Industry Committee members include:

- A keen interest and enthusiasm for new developments in automotive/mobility engineering, technology, and education sectors.
- Proficiency in spoken and written English.
- Good communication skills and a willingness to interact with and learn from colleagues from diverse nationalities and backgrounds.
- An enthusiastic team player with a practical 'can-do' attitude.

### **Quorum and voting**

The presence of four or more voting members shall constitute a quorum. Each voting member will have one vote, and no member may be represented by proxy at a meeting of the Technical and Industry Committee.

### **Conflicts of interest**

If a member of the Technical and Industry Committee has a personal interest, directly or indirectly, in a matter to be discussed by the body of which they are a member, the member concerned shall:

- declare an interest before or when the matter is discussed;
- withdraw from the discussion on that matter, unless invited to remain to contribute information;
- not be counted in the quorum for that part of the meeting and any vote on the matter; and
- withdraw during the vote and have no vote on the matter.

### **Time commitment & meetings**

The Technical and Industry Committee members will meet at least twice per year.

Meetings may be held in person, but may also be held by telephone, video conference or electronic or other virtual means, provided that all participants may hear and communicate with each other simultaneously.

### **Reporting**

The Technical and Industry Committee reports, via the VP Technical and Industry, to the Executive Board. The Executive Board ultimately reports to the Corporate Board.

### **Staff support**

The work of the Technical and Industry Committee will be supported by the FISITA staff team.



## **APPENDIX 2 – ROLE DESCRIPTIONS**

### ***FISITA President – Role description***

#### **Role summary**

The President is the chief elected leader of FISITA and is responsible for representing the membership and ensuring that FISITA works effectively in the best interests of all its stakeholders. As Chair of the Executive Board and co-Chair of the General Assembly, the President ensures that all office holders and delegates fulfil their responsibilities regarding FISITA's Mission and Vision.

The President acts in partnership with the Chair of the Corporate Board and in support of the Chief Executive in delivering the mission of FISITA. The President provides leadership and direction to the Executive Board to enable them to fulfil Vice President responsibilities, monitors the implementation of Board decisions and ensures the effective management of FISITA's affairs.

#### **Key responsibilities**

The President is tasked with the following responsibilities:

- Chair all meetings of the Executive Board and co-Chair those of the General Assembly.
- Ensure decisions are made in a timely manner and translated into meaningful actions holding appropriate parties accountable for successful delivery.
- Preside and speak at the FISITA World Mobility Conference (**WMC**), FISITA PLUS Conference and the World Mobility Summit
- Represent FISITA and its members to other organisations, the industry, government, the media, and the public at large
- Develop relationships with key senior executives throughout the business community to maximise the awareness of FISITA's value and to maintain and increase sponsorship opportunities
- Visit and speak at the conferences and meetings of FISITA member societies
- Serve as the official spokesperson of FISITA
- Work with the Chief Executive to develop agendas for meetings of the Executive Board and General Assembly
- Work with the Nominations Committee to appoint all Committee and task force chairs, except where otherwise stated in the Constitution or Articles of Association
- Communicate any serious concerns the Chief Executive has in regard to the role of the Executive Board or individual Board members. Reflect to the Chief Executive the concerns of the Executive Board and other constituencies
- Lead the Executive Board in developing and augmenting FISITA's policy and strategic planning and oversee the successful execution of the strategic goals and objectives
- Serve as the principal contact with the Chief Executive and staff
- Establish annual performance objectives for the Chief Executive and prepare and lead the annual performance review of the Chief Executive

#### **Skills and experience**

Skills and experience for the President role include:

- Distinguished automotive/mobility engineer
- Advanced knowledge of the key issues driving automotive/mobility technology world-wide and their impact on the automotive/mobility industry and the engineering profession

- Experience of serving in a senior management position (past or present) within the automotive/mobility industry or academia
- Track record of active participation in the work of FISITA
- Previous volunteer leadership or board experience
- Experience in strategic planning
- Ability to influence internal and external stakeholders including those at the most senior levels in industry and government world-wide
- Strong, decisive leader with excellent judgment and a willingness to take responsibility for FISITA's actions
- Ability to bring the Executive Board, General Assembly and other stakeholder groups to consensus and translate that consensus into meaningful actions.
- Good public speaker with the ability to articulate FISITA's vision to a variety of audiences and media
- Ability to expand and renew Corporate memberships and other sponsorship contributions
- General business management knowledge and skills: finance & budgeting, planning, marketing, international development, alliances, etc.
- Strong communications skills, both oral and written
- Exceptional integrity and work ethic
- Fluency in English

### **Enthusiasm and commitment**

As the elected leader of the association, the President must demonstrate the highest level of personal commitment to the achievement of FISITA's mission, vision, and goals and must have the energy and flair needed to inspire others to share this commitment. The President should remain impartial, flexible and open to new ideas and should be supportive of the membership, fellow Executive Board members and the staff.

The President should have the ability to remain unbiased and lead the Executive Board /General Assembly to consensus in the overall best interests of FISITA and its members. In particular the President should be enthusiastic to seek out and listen to the views of FISITA's stakeholders – especially Society Members, Corporate Members and practicing engineers, and be passionate about understanding their needs and driving FISITA's agenda to serve them better.

### **Time commitment**

The role of FISITA President entails a significant time commitment, prior to, during and after the two-year term of office.

The President is expected to prepare for and attend if virtual or physical:

- 2 Executive Board meetings per year (one in Spring (1 day) and one in Summer (0.5 days))
- 1 General Assembly meeting per year (alongside the Summer EB meeting (1 day))
- The WMC (3 day programme every 2 years)
- The World Mobility Summit (1 day + 1 evening programme every year in Autumn)
- The FISITA PLUS Conference (1 day programme every year in the Summer)

And to prepare for and participate in:

- Executive Board and project group conference calls / online meetings as required (est. 1 day per year)
- Work on assigned projects programmes, committee etc. (est. 2 days per year)
- Support fundraising (est. 2 hours per month)

- Represent FISITA / speak at external meetings (est. 0.5 days per year)
- Interact with Chief Executive & staff (est. 2-3 hours per month)

**Total estimated time commitment:** 21 days per year

#### **Corporate / Society member support**

The FISITA President's expenses must be met by their Corporate or Society Member. A significant amount of international travel is involved in leading and representing FISITA around the world. The President's employer must also be willing to support the time commitment, estimated above, excluding travelling time.

While this is a significant commitment, it is also worth noting that due to the global nature and prestige of the office, the FISITA President's Corporate and national Society Member can benefit greatly by association with the mission, goals and activities of FISITA on behalf of the world-wide mobility engineering community, as well as through the many global insights and contacts a President will make in course of fulfilling their duties for FISITA.

#### **Term of office**

The FISITA President serves one term of two years.

Prior to assuming the Presidency, they will serve a term of three years as President Elect. Upon handing over the Presidency, they will serve a further two years on the Executive Board as Honorary Lifetime President (HLP).

## ***FISITA Honorary Lifetime President – Role description***

### **Role summary**

The immediate past president assumes the title of Honorary Lifetime President (**HLP**), along with all previous Presidents of FISITA, and for their first two year period they assume the role of support, to the new President and President Elect.

As support to the current serving President and President Elect, the HLP assumes position as a member of the President Team (Current serving President, HLP (being the immediate past president), President Elect).

### **Key responsibilities**

The HLP is expected to shadow and deputise appropriately, to enable a two-year period in support of the current President, who takes responsibility for the following responsibilities:

- Chair all meetings of the Executive Board and General Assembly.
- Ensure decisions are made in a timely manner and translated into meaningful actions holding appropriate parties accountable for successful delivery.
- Represent FISITA and its members to other organisations, industry, academia, media, and other relevant stakeholders
- Develop relationships with senior executives throughout the international business community to maximise the awareness of FISITA's value and to maintain and increase membership retention and recruitment opportunities.
- Attend and contribute at FISITA conferences, events and meetings
- Serve as an official spokesperson of FISITA
- Serve on the Nominations Committee to appoint all Committee members
- Lead the Executive Board in developing and augmenting FISITA's strategic planning and oversee the successful execution of the strategic goals and objectives in collaboration with the Corporate Board
- Serve as the principal contact with the Chief Executive
- Establish annual performance objectives for the Chief Executive and prepare and lead the annual performance review of the Chief Executive

### **Skills and experience**

Skills and experience for the HLP role include:

- Time served automotive/mobility systems engineer and leader
- Experience and knowledge of the key issues driving automotive/mobility and mobility systems technology world-wide and the impact on the industry and the engineering profession
- Experience of serving in a senior management position (past or present) within the automotive/mobility and mobility systems industry
- Track record of active participation in the work of FISITA
- Previous volunteer leadership or Board experience
- Experience in strategic planning and delivery
- Ability to influence internal and external stakeholders including senior level colleagues
- Strong, decisive leader with excellent judgment and a willingness to take responsibility for FISITA's actions
- Ability to bring the Executive Board, General Assembly and other stakeholder groups to consensus and translate that consensus into meaningful actions.
- Good public speaker with the ability to articulate FISITA's vision to a variety of audiences and media

- Ability to grow Corporate Members, sponsorship opportunities and other commercial activities
- General business management knowledge and skills: finance & budgeting, planning, marketing, international development, alliances, etc.
- Strong communications skills, both oral and written
- Exceptional integrity and work ethic
- Fluency in English

### **Enthusiasm and commitment**

As the elected leader of the association, the HLP must demonstrate the highest level of personal commitment to the achievement of FISITA's mission, vision, and goals and must have the energy and flair needed to inspire others to share this commitment. The HLP should remain impartial, flexible and open to new ideas and should be supportive of the membership, fellow Executive Board members and the staff.

The HLP should have the ability to remain unbiased and lead the Executive Board /General Assembly to consensus in the overall best interests of FISITA and its members. In particular the HLP should be enthusiastic to seek out and listen to the views of FISITA's stakeholders – especially Society Members, Corporate Members and practicing engineers, and be passionate about understanding their needs and driving FISITA's agenda to serve them better.

### **Time commitment**

The role of HLP entails a significant time commitment, prior to, during and after the two-year term of office.

The HLP is expected to prepare for and attend if virtual or physical:

- 2 Executive Board meetings per year (one in Spring (1 day) and one in Summer (0.5 days))
- 1 General Assembly meeting per year (alongside the Summer EB meeting (1 day))
- The World Mobility Conference (3 day programme every 2 years)
- The World Mobility Summit (1 day + 1 evening programme every year in Autumn)
- The FISITA PLUS Conference (1 day programme every year in the Summer)

And to prepare for and participate in:

- Executive Board and project group conference calls / online meetings as required (est. 1 day per year)
- Work on assigned projects programmes, committee etc. (est. 2 days per year)
- Support fundraising (est. 2 hours per month)
- Represent FISITA / speak at external meetings (est. 0.5 days per year)
- Interact with Chief Executive & staff (est. 2-3 hours per month)

**Total estimated time commitment:** 21 days per year

### **Corporate / Society member support**

The HLP's expenses must be met by their Corporate or Society Member. A significant amount of international travel is involved in leading and representing FISITA around the world. The HLP's employer must also be willing to support the time commitment, estimated above, excluding travelling time.

While this is a significant commitment, it is also worth noting that due to the global nature and prestige of the office, the HLP's Corporate and national Society Member can benefit greatly by

association with the mission, goals and activities of FISITA on behalf of the world-wide mobility engineering community, as well as through the many global insights and contacts an HLP will make in course of fulfilling their duties for FISITA.

**Term of office**

The HLP serves a term of two years on the Executive Board after handing over the Presidency. Prior to assuming the Presidency, the individual will serve a three-year term as President Elect. The individual then serves one term of two years as President.

## ***FISITA President Elect – Role description***

### **Role summary**

The President Elect's role is one of support, engagement and learning, as the individual prepares to take their period of Presidency.

A support and collaborator to the current serving President, the President Elect assumes position as a member of the President Team (Current serving President, Honorary Lifetime President (being the immediate past president), President Elect).

### **Key responsibilities**

The President Elect is expected to shadow and deputise appropriately, to enable a two-year period collaborating with the current President, who takes responsibility for the following responsibilities:

- Chair all meetings of the Executive Board and co-Chair (with the Chair of the Corporate Board) those of the General Assembly.
- Ensure decisions are made in a timely manner and translated into meaningful actions holding appropriate parties accountable for successful delivery.
- Represent FISITA and its members to other organisations, industry, academia, media, and other relevant stakeholders
- Develop relationships with senior executives throughout the international business community to maximise the awareness of FISITA's value and to maintain and increase membership retention and recruitment opportunities.
- Attend and contribute at FISITA conferences, events and meetings
- Serve as an official spokesperson of FISITA
- Serve on the Nominations Committee to appoint all Committee members
- Lead the Executive Board in developing and augmenting FISITA's strategic planning and oversee the successful execution of the strategic goals and objectives in collaboration with the Corporate Board
- Serve as the principal contact with the Chief Executive
- Establish annual performance objectives for the Chief Executive and prepare and lead the annual performance review of the Chief Executive

### **Skills and experience**

Skills and experience for the President Elect role include:

- Time served automotive/mobility systems engineer and leader
- Experience and knowledge of the key issues driving automotive/mobility and mobility systems technology world-wide and the impact on the industry and the engineering profession
- Experience of serving in a senior management position (past or present) within the automotive/mobility and mobility systems industry
- Track record of active participation in the work of FISITA
- Previous volunteer leadership or board experience
- Experience in strategic planning and delivery
- Ability to influence internal and external stakeholders including senior level colleagues
- Strong, decisive leader with excellent judgment and a willingness to take responsibility for FISITA's actions
- Ability to bring the Executive Board, General Assembly and other stakeholder groups to consensus and translate that consensus into meaningful actions.
- Good public speaker with the ability to articulate FISITA's vision to a variety of audiences and media

- Ability to grow Corporate Members, sponsorship opportunities and other commercial activities
- General business management knowledge and skills: finance & budgeting, planning, marketing, international development, alliances, etc.
- Strong communications skills, both oral and written
- Exceptional integrity and work ethic
- Fluency in English

### **Enthusiasm and commitment**

As the elected leader of the organisation, the President Elect must demonstrate the highest level of personal commitment to the achievement of FISITA's mission, vision, and goals and must have the energy and flair needed to inspire others to share this commitment.

The President Elect should remain impartial, flexible and open to new ideas and should be supportive of the membership, fellow Executive Board members and staff colleagues.

The President Elect should have the ability to remain unbiased and lead the Executive Board / General Assembly to consensus in the overall best interests of FISITA and its members. In particular the President Elect should be enthusiastic in seeking and listening to the views of FISITA's members and stakeholders and be passionate about understanding their needs and driving FISITA's agenda.

### **Time commitment**

The role of FISITA President Elect entails a commitment of time, prior to, during and after the two-year term of office.

The President Elect is expected to prepare for and attend if virtual or physical:

- 2 Executive Board meetings per year - in Spring (1 day) and in autumn/fall (1 day)
- 1 General Assembly meeting per year (culmination of World Mobility Conference (**WMC**)/online in non WMC year)
- The WMC, Barcelona (3 day programme every 2 years)
- The World Mobility Summit (tbc from 2025)

And to prepare for and participate in:

- Executive Board associated activities, online meetings as required (est. 1 day per year)
- Work on assigned projects programmes, committees etc. (est. 2 days per year)
- Represent FISITA / speak at external meetings (est. 0.5 days per year)
- Interact with Chief Executive & staff (est. 2-3 hours per month)

**Total estimated time commitment:** 5-10 days per year

### **Corporate / Society Member support**

The FISITA President Elect's expenses must be met by their Corporate or Society Member. Some international travel is involved in leading and representing FISITA, which is significantly reduced post-covid. The President Elect's employer must also be willing to support the time commitment, estimated above.

While this is a significant commitment, it is also worth noting that due to the global nature and prestige of the office, the FISITA President Elect's Corporate and national Society Member can benefit greatly by association with the mission, goals and activities of FISITA on behalf of the world-



wide mobility engineering community, as well as through the many global insights and contacts a President Elect will make in course of fulfilling their duties for FISITA.

**Term of office**

The FISITA President Elect serves a term of three years. Following this, the individual will assume the Presidency for a term of two years. After handing over the Presidency, they will serve a further two years on the Executive Board as Honorary Lifetime President (HLP).

## ***FISITA Executive Board Vice President – Role description***

### **Role summary**

The Executive Board is responsible for the supervision, control and direction of FISITA and is accountable to the membership for the success of the organisation.

All Executive Board members are charged to serve in the best interests of the entire membership of FISITA, its stakeholders and the automotive/mobility engineering profession. They are committed to the development and implementation of FISITA's strategic vision and business plan.

### **Key responsibilities**

Each Executive Board member is tasked with the following responsibilities:

- Attend and actively participate in all Executive Board meetings to further the success of FISITA and to support its mission and goals
- Help to propose FISITA's strategic objectives
- Review financial information, reports and materials as assigned
- Support the President and Chief Executive in achieving FISITA's mission
- Assume responsibility for specific projects either by volunteering and/or as requested by the President, such as serving on committees, liaison with other organisations, representing FISITA at meetings, leading specific projects or preparing reports or statements
- Stay up to date with the activities of FISITA by following its publications, web site, issues and initiatives
- Inform the Executive Board of new developments or issues and be proactive in helping position FISITA to best serve its members
- Chair committees and/or task forces as requested by the Executive Board
- Help to identify, recruit and retain FISITA Corporate Members
- Help to identify and recruit volunteers and speakers for FISITA programmes and meetings
- Represent FISITA at industry events as assigned by the President
- Promote FISITA at every opportunity and represent the best interests of FISITA at all times
- Monitor and alerting the Executive Board to trends and ideas relating to the global automotive/mobility industry and automotive/mobility engineering in the widest sense
- Ensure that FISITA functions within all legal and regulatory requirements applicable, and in line with the organisation's governing documents, continually striving for best practice in governance

### **Skills and experience**

Skills and experience required for the Executive Board member role include:

#### **Essential:**

- Knowledge of the issues and challenges facing the mobility engineering profession and the automotive/mobility industry at the global level
- Commitment to FISITA's mission, vision, and goals
- Previous volunteer leadership or board experience
- Prior experience and good knowledge of FISITA and its objectives
- Strong record of participation in FISITA activities and programmes
- Currently serve in a senior management position (or have served in the past in such a position)

- Demonstrated leadership skills
- Ability to interact with senior executives and political leaders
- Knowledge and skills in general business management including finance, budgeting and planning
- Enthusiastic team player with practical “can-do” attitude
- Ability to lead and influence others
- Strong communications skills (oral and written)
- Experience in strategic planning

**Desirable:**

- Experience in organising international conferences and meetings
- Expertise in marketing and communications
- Experience of raising sponsorship
- Expertise in finance / accounting
- Training in legal affairs

**Enthusiasm and commitment**

The Executive Board is fundamental to setting FISITA’s direction, driving its performance and ensuring its good governance. As such, Executive Board members must be highly active and dedicated in their support for FISITA and its mission.

They must be willing to contribute their individual judgement and expertise to decision-making and strategic planning, as well as making full use of their considerable knowledge, experience and contacts to ensure the success of FISITA’s programmes on behalf of the membership.

In particular, Executive Board members must be prepared to work consistently between meetings to follow up on actions and to support the President, fellow Executive Board and committee members, the Chief Executive and staff team to deliver the goals set out in FISITA’s business plan.

**Time commitment**

The role of a FISITA Vice President of the Executive Board entails a commitment of time, prior to, during and after each Executive Board meeting.

A Vice President is expected to prepare for and attend if virtual or physical:

- 2 Executive Board meetings per year - in Spring (1 day) and in autumn/fall (1 day)
- 1 General Assembly meeting per year (culmination of World Mobility Conference (WMC)/online in non WMC year)
- The WMC, Barcelona (3 day programme every 2 years)
- The World Mobility Summit (tbc from 2025)

And to prepare for and participate in:

- Executive Board associated activities, online meetings as required (est. 1 day per year)
- Work on assigned projects programmes, committees etc. (est. 2 days per year)
- Interact with Chief Executive & staff (est. 2 hours per month)

**Total estimated time commitment:** 5-7 days per year

**Corporate / Society Member support**

Most employers are supportive of FISITA work due to the value of the direct, personal connections which FISITA members are able to make, and the fact that Executive Board members are helping to shape FISITA and the future of the engineering profession. Executive Board members are often responsible for leading the technology programmes of the top companies, universities and research institutions world-wide. Therefore, involvement in FISITA work can be of real benefit to the Executive Board member's company as well as to their national Society Member.

All Executive Board members' expenses must be met by their Corporate or Society Member. A significant amount of international travel is involved in participating in meetings and representing FISITA around the world. An Executive Board member's employer must also be willing to support the time commitment, estimated above at a minimum of 15 working days per year, excluding travelling time.

**Term of office**

Executive Board members are appointed to serve for a term of two years with the option to serve a further two terms subject to review and agreement.

**Confidentiality**

Each member of the Executive Board is always required to keep confidentiality of FISITA business.

## ***FISITA Regional Vice President – Role description***

### **Role summary**

Regional Vice Presidents are appointed to the Executive Board as senior figures within the international technology of mobility industry, who because of their knowledge & experience are able to provide advice and support to the President and Executive Board, staff team and membership community regarding their region, as required.

### **Key responsibilities**

The role of Regional Vice President is tasked with the following responsibilities:

- Engage with the region's Society and Corporate Member leaders in conjunction with the FISITA CEO, Head of Membership and local FISITA Ambassador
- Determine the relevant challenges and opportunities of members within their region
- Identify new opportunities which address challenges and realise opportunities and propose to the FISITA team via appropriate feedback channels
- Support the FISITA Ambassador to create, deliver and achieve engagement and commercial opportunities with current and future members and customers
- Promote participation in the blended engagement approach via FISITA digital and in-person activities and events in the region and internationally
- Provide an annual report to the Executive Board and General Assembly with a summary of activities/events and collaborations in the region

### **Skills and experience**

Skills and experience required for the Executive Board Regional Vice President role are as follows:

#### **Essential:**

- Knowledge of the challenges and opportunities of the mobility engineering profession and the automotive/mobility and mobility systems industry at the regional and global level
- Commitment to FISITA's mission, vision, and goals
- Prior experience and good knowledge of FISITA and its objectives
- Strong record of participation in FISITA activities and programmes
- Currently serve in a senior leadership role (or have served in the past in such a position)
- Demonstrated leadership skills
- Ability to interact with senior executives and political leaders
- Knowledge and skills in general business management including finance, budgeting and planning
- Enthusiastic team player with practical "can-do" attitude
- Ability to lead and influence others
- Strong communications skills (oral and written)
- Experience in strategic planning

### **Time commitment**

Regional Vice Presidents are required to be the local industry contact, FISITA figurehead and advisor at the FISITA leadership level, within their region.

This will require an appropriate, but not overwhelming, time commitment to establish and manage the regional network, support the local Ambassadors and work with the staff team in creating and implementing strategy.

In addition, each Regional Vice President will be required to prepare for and actively participate in the following meetings and progress any associated workstream activity required:

- Executive Board meetings (2 per annum)
- FISITA General Assembly (1 per annum)

**Corporate / Society Member support**

The FISITA team will support all activity and manage workstreams with each Regional Vice President, ensuring an effective use of time is always prioritised, without over-burdening the individual in role.

**Term of office**

Each Regional Vice President is eligible to serve for a maximum of three, two year terms.

## ***FISITA Corporate Board Member – Role description***

### **Role summary**

All Corporate Board members, inclusive of the Chair, are appointed to serve in the best interests of sustaining a highly relevant and progressive, international membership organisation for the long term, which reflects the needs of the evolving industry it intends to serve.

### **Key responsibilities**

Each Corporate Board member assumes the following responsibilities:

- Attend and actively participate in all Corporate Board meetings to further the success of FISITA and to support the delivery of its mission and goals.
- Contribute proactively towards the creation and progressive development of FISITA's strategic and business and financial objectives.
- Review financial information, reports and materials, provide feedback and advice in order to support best practice and performance.
- Act as an advisor to the Chief Executive in achieving FISITA's mission.
- Assume responsibility for specific projects as required by, such as supporting FISITA committees and groups, liaison with other organisations, representing FISITA at meetings.
- Inform the Corporate Board of new developments/challenges/opportunities and be proactive in helping position FISITA to best serve its members.
- Chair committees and/or task forces as requested by the Corporate Board.
- Ensure that FISITA functions within all legal and regulatory requirements applicable, and in line with the organisation's governing documents, continually striving for best practice in corporate governance.

### **Supporting Responsibilities**

- Support FISITA to identify, recruit and retain Society Members and Corporate Members.
- Support FISITA to identify and recruit volunteers and speakers for FISITA programmes and meetings.
- Represent FISITA at industry events as requested by the Chair.
- Promote FISITA at every opportunity and represent the best interests of the organisation at all times
- Monitor and alert the Corporate Board to trends and developments relating to the global automotive/mobility industry and automotive/mobility engineering in the broadest sense
- Stay up to date with the activities of FISITA by following its publications, web site, issues and initiatives

### **Skills and experience**

Skills and experience required for a Corporate Board member include:

Essential:

- Knowledge of the issues and challenges facing the automotive/mobility engineering profession and the automotive/mobility industry at a global level
- Current or previous volunteer leadership or board experience
- Prior experience and good knowledge of FISITA and its objectives, or that of a similar organisation
- Strong record of participation in FISITA activities and programmes, or a similar organisation

- Currently serve in a senior management position (or have served in the past in such a position)
- Demonstrated leadership skills
- Ability to interact with senior executives and political leaders
- Knowledge and skills in general business management including finance, budgeting and planning
- Enthusiastic team player with practical “can-do” attitude
- Ability to lead and influence others
- Strong communications skills (oral and written)
- Experience in strategic planning

### **Enthusiasm and commitment**

The Corporate Board is key to driving the team’s performance and ensuring its good governance. As such, Corporate Board members must be highly active and dedicated in their support for FISITA and its mission.

Corporate Board members must be willing to contribute their individual judgement and expertise to decision-making and strategic planning, as well as making full use of their knowledge, experience and contacts to ensure the continued development and success of FISITA.

In particular, Corporate Board members must be prepared to work consistently between meetings to follow up on actions and to support the Chair, fellow Corporate Board members, the Chief Executive and staff team to deliver the goals set out in FISITA’s business plan.

### **Time commitment**

Corporate Board members are expected to prepare for and attend:

- |                                    |                          |
|------------------------------------|--------------------------|
| • 3 x Full Board meetings per year | UK based/online          |
| • 1 x Online Board meeting         | Annual kick-off, January |

And to prepare for and participate in:

- |   |                      |
|---|----------------------|
| • Additional Board/project group calls/meetings as required | Est. 1 day per year  |
| • Work on assigned projects programmes, committee etc.      | Est. 2 days per year |

**Total estimated time commitment:** Up to 7 days per year

### **Corporate / Society Member support**

Most automotive/mobility sector-based employers are supportive of FISITA work due to the value of the direct, personal connections which FISITA members are able to make, and the fact that FISITA Corporate Board members are helping to shape FISITA and the future of the engineering profession. Corporate Board members are often responsible for leading the technology programmes of the top companies, universities and research institutions world-wide. Therefore involvement in FISITA work can be of real benefit to the Corporate Board member's company as well as to their national Society Member.

All Corporate Board members’ expenses must be met by their Corporate or Society Member. A significant amount of international travel is involved in participating in meetings and representing FISITA around the world. A Corporate Board member’s employer must also be willing to support the time commitment, as estimated.



**Term of office**

Corporate Board members are appointed to serve for a term of two years with the option to serve a further two terms subject to review and agreement.

**Confidentiality**

Each member of the Corporate Board is always required to keep confidentiality of FISITA business.

## ***FISITA Ambassador – Role description***

### **Role summary**

FISITA runs the FISITA Ambassador Programme, the primary goal of which is to raise awareness of FISITA's mission, increase its profile, attract participation, and recruit new members within the relevant region. The Local Ambassador acts as FISITA's dedicated representative and aims to leverage their expertise and networks to enhance FISITA's presence and influence within their region's automotive/mobility engineering community, ultimately contributing to the organisation's growth and impact on a global scale.

### **Key responsibilities**

The role of Local Ambassador is tasked with the following responsibilities:

- Promotion and Advocacy: act as the primary advocate for FISITA within the region's Automotive/mobility and mobility systems engineering community.
- Promote FISITA's events, publications, and initiatives through various channels, including social media, industry forums, and professional networks.
- Support the creation of engaging content to highlight FISITA's contributions to automotive/mobility engineering advancements and innovation in their region.

#### ***Networking and Relationship Building:***

- Establish and maintain relationships with key industry leaders, professionals, influencers and relevant organisations in their region.
- Attend relevant industry conferences, seminars, and networking events to represent FISITA and foster partnerships.
- Collaborate with universities, research institutions, and industry associations to expand FISITA's reach and engagement.

#### ***Membership Growth and Engagement:***

- Identify potential members and engage with them to promote the benefits of joining FISITA, working with the CEO, CTO and CEngO.
- Provide assistance and support to new and existing members, ensuring their needs are met and encouraging active participation in FISITA's activities.
- Gather feedback from members on development suggestions to improve their experience.

#### ***Knowledge Sharing and Collaboration:***

- Facilitate knowledge sharing and collaboration among FISITA members and the wider automotive/mobility engineering community in their region.
- Facilitate 1-2-1 introductions between FISITA members to support each other on pre-competitive challenges.
- Encourage participation in FISITA's committees, working groups, and special interest groups to drive collaborative research and development projects.

### **Skills and experience**

Skills and experience required for the Local Ambassador role are as follows:

Essential:

- Strong background and experience in automotive/mobility engineering or a related field, with a deep understanding of industry trends, challenges, and opportunities.
- Communication and Networking Skills: Excellent communication and interpersonal skills, with the ability to effectively engage with diverse audiences and build meaningful relationships.
- Passion for FISITA's Mission: A genuine passion for advancing automotive/mobility engineering and promoting international collaboration and knowledge exchange within the field.
- Self-Motivated and Proactive: Demonstrated ability to work independently, set goals, and take initiative in driving outreach and engagement activities.

### **Reporting structure**

The Local Ambassador will report to the FISITA Leadership Team in the UK, providing regular updates on activities, progress, and outcomes of the Ambassador Programme.

### **Time commitment**

The Local Ambassador role will require an appropriate, but not overwhelming, time commitment to work with the Regional Vice President to establish the regional network, increase membership and engagement and work with the staff team as necessary to fulfil their responsibilities.

### **Term of office**

The ambassador will serve a one year rolling term, subject to performance evaluation based on predefined metrics, including membership growth, engagement levels, and impact on FISITA's profile in their region.

### **Remuneration**

The Local Ambassador role is remunerated on the basis of an annual retainer (paid in monthly instalments) plus a fixed fee for each new Corporate Member acquired at full fee, paid in the month when the signed contract is received.

## ***FISITA Chief Executive Officer – Job description***

### **Role summary**

To work with the Executive Board to provide strategic leadership and direction for FISITA. To provide overall management of FISITA's staff and resources, ensuring that systems and procedures are effective and efficient, so that the organisation can meet its vision, mission and key objectives.

### **Key responsibilities**

The Chief Executive Officer is tasked with the following responsibilities:

#### **Strategic Management**

- Provide strategic leadership for FISITA, working with the Executive Board to set the strategic objectives and ensuring that the organisation continues to promote international co-operation among Society Members and industrial supporters in order to make a strong contribution to the advancement of automotive/mobility engineering and technology world-wide.
- Develop, implement and monitor the strategic plan and related annual business plan in collaboration with the Executive Board and the FISITA staff team.
- Work with the General Assembly and Executive Board to focus on strategic and policy issues and to monitor FISITA's performance by drawing up organisational and operational policies and providing officers and delegates with appropriate information and advice upon which to base their decision-making.
- Ensure that the General Assembly and Executive Board are properly serviced through proposing location of General Assembly meetings and through the provision of structured agendas, briefing papers, progress reports and policy proposals.
- Work with the General Assembly and Executive Board to agree the location of the World Mobility Conference (**WMC**) and oversee the project management delivery of the WMC; working with the appropriate Society Member.

#### **Leadership and Staff Management**

- Provide overall management of FISITA including finance, statutory reporting, staff coordination and supervision.
- Appoint, lead and manage the performance of all paid staff, consultants, contractors who carry out the activities of the organisation in pursuit of its objectives and policies.
- Provide overall financial management of FISITA. Work with the Finance Committee to propose and report on the annual budget. Manage the annual budget within the discretion set by the Executive Board, ensuring that effective and appropriate budgetary and governance processes are in place.
- Ensure the implementation of current employment and equal opportunities legislation and good practice in the recruitment, management, training and development of staff. Also set compensation levels for staff within the policies set by the Corporate Board.

#### **External relations**

- Identify and exploit opportunities for external support and funding of FISITA's work.
- Develop and maintain contacts with key individuals and organisations concerned with automotive/mobility technology with a view to maximising the effectiveness of FISITA's activities.

- Oversee the allocation of resources to ensure that strategic priorities are met.
- Develop and approve publicity materials as required.
- Act as spokesperson for FISITA when required.
- Support the President and Board members in the production of presentations and speeches.

#### **Other**

- Carry out any other tasks appropriate to the post as deemed necessary by the Corporate or the Executive Board.

#### **Skills and experience**

Skills and experience required for the Chief Executive Officer role include:

##### **Essential**

- Degree (any discipline).
- Minimum 5 years' experience in a leadership / management role.
- Detailed knowledge and understanding of the global automotive/mobility industry in general and automotive/mobility engineering technology in particular.
- Ability to interact with industry executives at the highest level.
- Ability to motivate individuals and groups to accomplish FISITA's goals.
- Excellent negotiating and influencing skills.
- Excellent organisational skills.
- Track record of successful team leadership with the ability to inspire staff and volunteers.
- Proven ability to communicate, including experience of public speaking.
- Experience in strategic planning and financial control.
- Willingness to travel internationally.

##### **Desirable**

- Ability to speak a foreign language.