Call for members

€FPA Luxembourg Board of Directors

(BoD)

1. Context

Managing career evolution, combatting professional obsolescence and promoting financial literacy and vocational training has become increasingly important for financial institutions. The increasing regulation in continuous training in the financial sector generates a need to enhance the recognition of the professional skills and knowledge across various financial dimensions and domains.

€FPA Luxembourg recognizes the crucial role of education and cross-sector experts coordination for the financial sector and aims at enlarging its BoD to support the development of its activities.

The enlargement of the BoD of €FPA Luxembourg will strengthen the association's mission to value people skills, support and accelerate efforts in terms of professional training and to promote the unique Luxembourg financial ecosystem.

€FPA Luxembourg is seeking two high-level directors to join its BoD and contribute to drive groundbreaking progress in vocational training and financial literacy.

2. General Mandate & Objective

The BoD's general mandate and mission is to oversee and advise the €FPA executive team in its different objectives.

The BoD is meant to benefit from a diverse community of directors, with different backgrounds and expertises, to promote professional education in the financial sector and make informed decisions on the association's activities. It contributes to support the Luxembourg financial industry to remain at the cutting edge in various financial fields, building tools with practitioners for practitioners.

Enhancing the connection between the financial sector and the academic community will help in overcoming barriers related to insufficient technical knowledge, skills, tools and methodologies. The BoD will also be pivotal in helping €FPA better respond to the challenges and needs of the financial sector.

3. Governance

The BoD is an independent governing body, which supervises and guides Executive Management.

A Chair and Vice-Chair of the BoD manage the BoD to steer the meetings and guide the BoD's work (e.g., defining the strategy of the entity, the agenda and periodicity of the meetings, setting the priorities and monitoring that decisions are effectively followed by concrete actions,

as documented in the BoD minutes).

4. Activities

The BoD provides strategic direction to the association, and continues to build bridges with the Luxembourg Financial sector.

In particular, the BoD focuses on the following areas:

- Supervision of the activities of the association and definitions of axis of development.
- Guidelines to Executive Management and definition of clear objectives and quantified targets.
- Representation of the association towards governmental, public and private institutions, in alignment with its mission.
- Prromotion of the association during its main events.
- Assessment and recommendation of best-practices.
-

On top of his/ her collegial accountability and involvement in all themes, each Board member is in charge of a specific development pillar and reports progress to the entire BoD in that respect.

5. Membership

The BoD is composed of experts in various fields, leaders in the fields of finance, professional education, governance, economics, or professionals with relevant experience and a solid track record in the areas covered by the association.

Applicants will be required to demonstrate their level of expertise on topics that are relevant to the development of the association. Preference will be given to professionals based in Luxembourg with longlasting experience or a mature understanding of the Luxembourg financial secto.

The BoD seats are nominal.

5.1. Number of members

The number of members will be limited to 8 persons.

5.2. Members' selection

The BoD selects new members takinginto account the necessary collective suitability through complementary areas of expertise and the commitment for active involvement.

Nominated members of the BoD will be appointed for a three-year term, starting on the 13/03/2025 - next general assembly of the association -.

Following the three-year appointment, the call for applications may be re-opened and existing members eligible to reapply. With the Board of Directors' approval, a call for application can also be opened ad hoc in the event of a member's voluntary resignation or upon request of the BoD Chair or, in his/her absence, the Vice-Chair.

The Secretary of €FPA Luxembourg BoD will oversee the selection process for vacant position(s) and submit applications to the BoD for approval.

5.3. Members' attendance

BoD members are required to attend all BoD sessions. Any exceptional foreseen absence shall be excused in advance and not have a repetitive nature[1].

We recommend applicants carefully consider the BoD objectives and frequency of meetings when applying to ensure their availability.

Guidelines regarding BoD applications can be found at the end of the document under Section 9.

6. Meetings

6.1. Meeting calendar & duration

BoD meetings will occur seven to nine times a year. In addition, members will be expected to engage in preparatory activities before meetings and undertake follow-up responsibilities afterwards.

Meetings are expected to last up to half a day, depending on the agenda.

6.2. Meeting format

Meetings can be held in person or remotely depending on the nature of the agenda items. The Chair or, in his absence, the Vice-Chair, are required to attend remotely or in person.

Overall, the secretariat will try to accommodate members' availability and preferences.

7. Confidentiality

Any presentation, outcome, data or information produced in advance of and presented during BoD meetings is deemed confidential. Members are prohibited from utilizing or sharing any such information or materials without prior written consent of €FPA Luxembourg.

8. Secretariat, Supporting Activities and Terms of Reference

At operational level, regular exchanges occur between the €FPA team and the BoD Chair, Vice-Chair and members.

The General Secretary will assume the secretariat of the BoD. In this role, (s)he will support the BoD Chair and Vice-Chair from an organizational and administrative point of view.

The €FPA team executes decisions of the BoD, which ensures alignment with the objectives set out in the Terms of Reference, after adoption.

9. Process to become a member

Please send an email to €FPA Luxembourg at info@efpa.lu, attaching the filled-out **application form** available on the €FPA Luxembourg website.

Applications must be submitted no later than Monday, 30th of September 2024, 7:00pm.

The selected members will be informed by email by Thursday 31st October 2024 and interviews will be held in November 2024.

Nominated BoD members will be informed immediately and upon acceptation, such nominations will be announced. .

The BoD call for members will be published on €FPA's website and promoted through €FPA's communication channels.