

ABOUT COST

COST – European CO-operation in Science and Technology – provides networking opportunities for researchers and innovators to strengthen Europe’s capacity to address scientific, technological and societal challenges. There are three strategic priorities: promoting and spreading excellence, fostering interdisciplinary research for breakthrough science, and empowering and retaining young researchers and innovators. COST implements its mission by funding bottom-up, excellence-driven, open and inclusive networks for peaceful purposes in all areas of science and technology. The COST Association is an international non-profit association based in Brussels with a membership of 43 European countries. It draws its funding from the EU Framework Programme for Research and Innovation, Horizon Europe, through Specific Grant Agreements signed under the umbrella of a Framework Partnership Agreement with the European Commission.

For more information about the COST Association and the COST Programme, visit our website: www.cost.eu

ABOUT THE POSITION

The Risk, Compliance and Audit Committee is an independent committee. Its members serve in an individual capacity. The Committee members do not have authority to vote on corporate matters or bear legal fiduciary responsibilities. Its mission is to assist, support and advise the COST Association in determining the adequacy of:

- (a) the established systems of control and risk management.
- (b) the compliance with established statutory obligations, policies, procedures and guidelines.
- (c) the audit process and internal controls of the Association.

This is a **volunteer position** with flexible involvement, ideal for professionals looking to contribute expertise in a meaningful way.

Key responsibilities include:

To effectively perform its functions, the Committee has responsibilities in matters related to risk management, compliance and audit. The Committee responsibilities are aimed at:

- Providing non-binding strategic advice to the Board of Directors¹
- Providing guidance for the quality improvement of the program
- Providing “wise counsel” on issues raised by owners/directors or management
- Providing unbiased insights and ideas from a third point-of-view (not involved in the operation of the business)
- Analysing and express opinions on received complaints, objections and inputs.

¹ Board of Directors refers to Executive Board Members and the Director.

The Committee has no authority independent of the responsibilities entrusted to it and reports its findings and recommendations directly to the Executive Board on an annual basis via a written report.

Requirements

The ideal candidate will bring experience in one or more of the following areas:

- Risk management
- Compliance with Belgian and European law
- Program Implementation & Impact Evaluation - Expertise in scaling and evaluating nonprofit initiatives
- Nonprofit Strategy & Governance - Experience in advisory roles, policy-making, or social impact strategy
- Availability for at least two (2) and maximum four (4) meetings, with ongoing engagement at your discretion

The terms of reference of the Committee are available in annex to this announcement.

Benefits & Financial compensation

The position is honorary. Each Member will be offered:

- Travel and accommodation expenses for up to 4 trips to Brussels according to COST reimbursement rules.
- Honoraria of EUR 1000/year per member and 1500/year for the Chair.
- A unique opportunity to contribute to the mission of the COST Association.
- A flexible advisory role without governance or fiduciary obligations.

CANDIDATURE APPLICATION PROCESS

Send your CV in English and candidature letter indicating your availability start date. Reference letters are not a requirement, however, if available, these can be submitted in English. Documents should be addressed to the RCAC Secretariat, Teresa Oliveros, and sent to teresa.oliveros@cost.eu, mentioning the reference code **RCAC2025** in the subject line.

Candidatures will be reviewed by the current RCAC committee. Selected candidates will be presented to the Executive Board for selection and appointment.

The deadline for applications is 31 August 2025

All personal data provided by applicants will be dealt with in compliance with the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC). Details about how we handle your data for recruitment purposes are to be found [here](#).

TERMS OR REFERENCE OF THE RISK, COMPLIANCE AND AUDIT COMMITTEE MANDATE

1. INTRODUCTION

The Risk, Compliance and Audit Committee is an independent committee. Its members serve in an individual capacity. The Committee members do not have authority to vote on corporate matters or bear legal fiduciary responsibilities. Its mission is to assist, support and advise the COST Association in determining the adequacy of:

- a) the established systems of control and risk management;
- b) the compliance with established statutory obligations, policies, procedures and guidelines;
- c) the audit process and internal controls of the Association;

2. RESPONSIBILITIES

To effectively perform its functions, the Committee has responsibilities in matters related to risk management, compliance and audit. The Committee responsibilities are aimed at:

- Providing non-binding strategic advice to the Board of Directors²
- Providing guidance for the quality improvement of the program
- Providing “wise counsel” on issues raised by owners/directors or management
- Providing unbiased insights and ideas from a third point-of-view (not involved in the operation of the business)
- Analysing and express opinions on received complaints, objections and inputs.

The Committee has no authority independent of the responsibilities entrusted to it and reports its findings and recommendations directly to the Executive Board on an annual basis via a written report.

Risk Management

The Committee shall:

- oversee the Association’s risk management measures and risk matrix revisions;
- review policies, procedures, processes, and systems relating to risk management governance, practices and risk control infrastructure for the association;
- review the effective and timely implementation of corrective actions to address risk management deficiencies;
- provide advice and recommendations to the COST Administration on the planning of risk assessment and risk management exercises;
- advise on litigation matters, if necessary.

Compliance

The Committee shall:

- oversee the processes of the Association’s compliance with Belgian and European law, with particular focus on the Labour Regulation, occupational health and safety laws, procurement, internal policies of the Association, GDPR, information security, etc.;
- make recommendations in respect of additions or changes to compliance policies.

Audit

The Committee shall:

- discuss the appropriateness of accounting policies;

² Board of Directors refers to Executive Board Members and the Director.

- take note of the Statutory Auditor's report, which details the results and significant findings from the audit;
- have the possibility to meet with the Statutory Auditor when required;
- monitor the management's implementation of recommendations arising from the Statutory Auditor report.

3. COMPOSITION AND MANDATE

The Committee shall be composed of at least three members originating from different COST Members; with a mandate of maximum 4 years, renewable once. The profiles of the members of the Committee shall reflect the competences needed. Reappointments are permitted within the mandate.

A Chair shall be appointed by the RCAC members with rotation every 2 years.

The Executive Board is responsible for the appointments and replacements of the RCAC members. Appointments will be done following a call of expression of interest, launched:

- One year prior the end of the Committee member mandate
- In the event of resignation of a Committee member

The Executive Board will pay due attention not to replace all Committee members at the same time in order to ensure continuity in its work.

4. MEETINGS

The Committee shall meet at least 2 and maximum 4 times/year. 3

The RCAC reports to the Executive Board on a yearly basis via a written report on the results of its work during the preceding year.

The CSO will receive the yearly RCAC report for information.

A majority of the Committee shall constitute a quorum for a meeting, and vote is based on simple majority.

5. ACCESS AND CONFIDENTIALITY

The Committee shall have access to all necessary documentation and to external auditors as well as to the management of the Association.

Before starting its mission, each member will have to sign a declaration of confidentiality and non-conflict of interest.

6. FINANCIAL COMPENSATION

The position is honorary. Each Member will be offered:

- Travel and accommodation expenses for up to 4 trips to Brussels according to COST reimbursement rules;
- Honoraria of EUR 1000/year per member and 1500/year for the Chair