

Terms of Reference for the BASES Committees

Committee Name:	The Board
Chair:	Chair of BASES.
Purpose:	To develop the strategic direction and oversee the management of BASES.
Meetings:	Normally not less than five times per year. Additional deliberations may be conducted via e-mail between meetings, as required.
Lines of Accountability and Communication:	<ul style="list-style-type: none"> ▪ The Chair submits a report for inclusion in the BASES Annual Report. ▪ The non-executive directors have a responsibility to the membership to ensure that appropriate corporate governance is observed.
Membership:	Chair, Chair of the Division of Sport and Performance, Chair of the Division of Physical Activity for Health, Chair of the Division of Education and Professional Development, Executive Officer, Chair Elect (in the year preceding office) and normally two non-executive directors. The Board can co-opt additional members. The members of the Board (excluding co-opted members) will be appointed Directors of the Association. The Board is supported by the Office Manager who is responsible for recording the minutes of Board meetings.
Appointment Process:	Members of the Board are elected by a majority vote prior to the AGM (apart from the Executive Officer, the non-executive directors and co-opted members who are appointed by the Board).
Term of Office:	The Chair Elect will be elected for one year under the outgoing Chair then take up the post of Chair for the following three years. The Chair is eligible to stand for re-election. The Elected Officers (Chair of the Division of Sport and Performance, Chair of the Division of Physical Activity for Health, Chair of the Division of Education and Professional Development, Chair Elect) shall normally hold post for a two-year period until the conclusion of the AGM two-years after election and will be eligible for re-election only once. Non-executive directors will normally be appointed for a two-year period and can be re-appointed.
Specific Areas of Responsibility:	<p>The Board is responsible to the members for the effective operation of the Association. This involves: strategic and financial management, decision-making, policy and procedure setting.</p> <p>The primary functions of the Board are to:</p> <ul style="list-style-type: none"> • establish the Association’s strategic direction and aims, in conjunction with the Divisions • ensure accountability to the members for the Association’s performance • assure that the Association is managed with probity and integrity. <p>In order to direct and implement strategy, ensuring that the Association achieves its goals, the Board must:</p> <ul style="list-style-type: none"> • allocate resources and monitor Division, Operational Group and committee performance • delegate to Divisions, Operational Group, Committees and where necessary specific established working parties • oversee the appointment and contractual arrangements for staff, and make sure that effective management arrangements are in place • understand and manage risk. <p>Ways of achieving these primary functions include:</p> <ul style="list-style-type: none"> • constructively challenging and scrutinising the Divisions, Operational Group and Committees ensuring that the voice of the members is heard in decision-making • forging strategic partnerships with other organisations.
Financial Policies:	<ul style="list-style-type: none"> ▪ Service on the Committee is non-remunerative. ▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES. ▪ Delegate and accommodation fees for the BASES Annual and Student Conferences are covered.

Committee Name:	BASES Operational Group
Chair:	Executive Officer.
Purpose:	The day-to-day running of the Association.
Meetings:	As required.
Lines of Accountability and Communication:	The BASES Operational Group is accountable to the BASES Board. The Executive Officer is directly line managed by the BASES Chair.
Membership:	Executive Officer (Chair), Office Manager, Education Officer and BASES employed staff.
Appointment Process:	Appointed by the Board.
Term of Office:	As per contracted employment.
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Assist the Board, Divisions and other BASES Committees to action the strategy developed by the Board. ▪ Prepare operational reports for the Board. ▪ Oversee the operational management of the Association. ▪ Provide a high quality interface between BASES, its members and key stakeholders.
Financial Policies:	<ul style="list-style-type: none"> ▪ Travel and meeting expenses are reimbursed according to the policies and procedures of BASES. ▪ Delegate and accommodation fees for the BASES Annual and Student Conferences are covered.

Committee Name:	Chair's Committee
Chair:	BASES Chair.
Purpose:	Primarily as a forum to review the performance of the Executive Officer and the BASES Operational Group.
Meetings:	At least once per year.
Lines of Accountability and Communication:	The Committee will report non-confidential matters to the Board.
Membership:	BASES Chair and two non-executive directors.
Appointment Process:	n/a.
Term of Office:	As per normal term of office.
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Assist in the annual evaluation of the Executive Officer. ▪ Review of the Executive Officer's plan for management succession. ▪ The evaluation of the performance of the Operational Group.
Financial Policies:	<ul style="list-style-type: none"> ▪ Travel and meeting expenses are reimbursed according to the policies and procedures of BASES.

Committee Name:	The BASES Division of Physical Activity for Health.
Chair:	Elected by members.
Purpose:	<ul style="list-style-type: none"> ▪ To provide a forum for exercise scientists whose work involves them in physical activity, exercise and health settings. It is devoted to furthering the development of exercise science, both as a body of knowledge and skills and as a profession. ▪ To contribute to the management of BASES by implementing the strategy developed by the Board.
Meetings:	Usually five times per year. Additional deliberations may be conducted via e-mail between meetings, as required.
Lines of Accountability and Communication:	<ul style="list-style-type: none"> ▪ The BASES Division of Physical Activity for Health is accountable to the Board. ▪ Upon approval of the minutes of the Division meetings, the Chair circulates a copy to the members of the BASES Division of Physical Activity for Health and the Board. ▪ The Chair submits a report for inclusion in the BASES Annual Report.
Membership:	The following Elected Officers: Chair, Conference Representative, Workshop Representative, Interest Group/Research Representative and Student Representative.
Appointment Process:	Members are elected by a majority vote prior to the AGM. Any Professional Member is eligible to vote.
Term of Office:	All elected representatives shall normally hold post for a two year period until the conclusion of the AGM two years after election and will be eligible for re-election.
Communication with Board Through:	The Chair of the Division of Physical Activity for Health.
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Implementing the strategies developed by the Board ▪ Ensure the involvement of BASES in broad issues related to public health policy. ▪ Establish professional practice standards for individual sport and exercise scientists working in health and rehabilitation settings. ▪ Promote applied research in the exercise sciences relating to the maintenance and enhancement of physical activity and health. ▪ Promote evidence-based practice in the exercise sciences with particular reference to physical activity and health. ▪ Distribute knowledge in exercise science to those with an interest in physical activity and health; including sport and exercise scientists, health practitioners, academic researchers, students and related professionals. ▪ Develop a network of exercise science expertise for, government agencies, health authorities, media and other interested parties.
Role of Division Elected Officers:	<ul style="list-style-type: none"> ▪ Chair. To provide leadership to the rest of the Division and be a member of the BASES Board. ▪ Conference Representative. To advance knowledge and practice in the field of sport and exercise sciences (Physical Activity for Health) through the BASES Conferences and identify key external partners for BASES. ▪ Workshop Representative. To organise a programme of high quality education workshops in sport and exercise sciences (Physical Activity for Health). Represents the Division on the Workshop Committee. ▪ Interest Group/Research Representative. To represent/liaise with the interest groups within the Division and promote research in sport and exercise sciences (Physical Activity for Health). ▪ Student Representative. To represent the interests of sport and exercise sciences students (Physical Activity for Health). Represents the Division on the Student Advisory Group.
Financial Policies:	<ul style="list-style-type: none"> ▪ Service on the Committee is non-remunerative. ▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES. ▪ Delegate and accommodation fees of the Chair of the Division for the BASES Annual and Student Conferences are covered.

Committee Name:	The BASES Division of Sport and Performance
Chair:	Elected by members.
Purpose:	<ul style="list-style-type: none"> ▪ To provide a forum for sport scientists and is devoted to furthering the development of sport science, both as a body of knowledge and skills and as a profession. ▪ To contribute to the management of BASES by implementing the strategy developed by the Board.
Meetings:	Usually five times per year. Additional deliberations may be conducted via e-mail between meetings, as required.
Lines of Accountability and Communication:	<ul style="list-style-type: none"> ▪ The BASES Division of Sport and Performance is accountable to the Board. ▪ Upon approval of the minutes of the Division meetings, the Chair circulates a copy to the members of the BASES Division of Sport and Performance and the BASES Board. ▪ The Chair submits a report for inclusion in the BASES Annual Report.
Membership:	The following Elected Officers: Chair, Conference Representative, Workshop Representative, Interest Group/Research Representative, Student Representative.
Appointment Process:	Members are elected by a majority vote prior to the AGM. Any Professional Member is eligible to vote.
Term of Office:	All elected representatives shall normally hold post for a two year period until the conclusion of the AGM two years after election and will be eligible for re-election.
Communication with Board Through:	The Chair of the Division of Sport and Performance.
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Implementing the strategies developed by the Board. ▪ Promote applied research in the sport sciences relating to the enhancement of sport performance. ▪ Promote evidence-based practice in the sport sciences with particular reference to sport performance. ▪ Distribute knowledge in sport science to those with an interest in sport performance; including sport scientists, coaches, athletes, strength and conditioning coaches, academic researchers, students and related professionals. ▪ Establish high professional standards for those involved in the scientific and conditioning support of sports performers. ▪ Develop a network of sports science expertise for national governing bodies, government agencies, media and other interested parties.
Role of Division Elected Officers:	<ul style="list-style-type: none"> ▪ Chair. To provide leadership to the rest of the Division and be a member of the BASES Board. ▪ Conference Representative. To advance knowledge and practice in the field of sport and exercise sciences (Sport and Performance) through the BASES Conferences and identify key external partners for BASES. ▪ Workshop Representative. To organise a programme of high quality education workshops in sport and exercise sciences (Sport and Performance). Represents the Division on the Workshop Committee. ▪ Interest Group/Research Representative. To represent/liaise with the interest groups within the Division and promote research in sport and exercise sciences (Sport and Performance). ▪ Student Representative. To represent the interests of sport and exercise sciences students (Sport and Performance). Represents the Division on the Student Advisory Group.
Financial Policies:	<ul style="list-style-type: none"> ▪ Service on the Committee is non-remunerative. ▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES. ▪ Delegate and accommodation fees of the Chair of the Division for the BASES Annual and Student Conferences are covered.

Committee Name:	The BASES Division of Education and Professional Development
Chair:	Elected by members.
Purpose:	<ul style="list-style-type: none"> ▪ To promote good practice in education and provide a framework for continued professional development within the sport and exercise sciences. ▪ To contribute to the management of BASES by implementing the strategy developed by the Board.
Meetings:	Usually five times per year. Additional deliberations may be conducted via e-mail between meetings, as required.
Lines of Accountability and Communication:	<ul style="list-style-type: none"> ▪ The BASES Division of Education and Professional Development is accountable to the Board. ▪ Upon approval of the minutes of the Division meetings, the Chair circulates a copy to the members of the BASES Division of Education and Professional Development and the BASES Board. ▪ The Chair submits a report for inclusion in the BASES Annual Report.
Membership:	The following Elected Officers: Chair, Conference Representative, Workshop Representative, Interest Group/Research Representative, Student Representative.
Appointment Process:	Members are elected by a majority vote prior to the AGM. Any Professional Member is eligible to vote.
Term of Office:	All elected representatives shall normally hold post for a two year period until the conclusion of the AGM two years after election and will be eligible for re-election.
Communication with Board Through:	The Chair of the Division of Education and Professional Development.
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Implementing the strategies developed by the Board. ▪ Oversee and provide consistency in continued professional development across all Divisions. ▪ Facilitate sharing of good practice and encourage original research in the Sport and Exercise Sciences in the educational setting. ▪ Promote and recognise both individual and institutional excellence in the teaching of the sport and exercise sciences. ▪ Facilitate collaboration both nationally and internationally between organisations across the educational setting.
Role of Division Elected Officers:	<ul style="list-style-type: none"> ▪ Chair. To provide leadership to the rest of the Division and be a member of the BASES Board. ▪ Conference Representative. To advance knowledge and practice in the field of sport and exercise sciences (Education and Professional Development) through the BASES Conferences and identify key external partners for BASES. ▪ Workshop Representative. To organise a programme of high quality education workshops in sport and exercise sciences (Education and Professional Development). Represents the Division on the Workshop Committee. ▪ Interest Group/Research Representative. To represent/liaise with the interest groups within the Division and promote research in sport and exercise sciences (Education and Professional Development). ▪ Student Representative. To represent the interests of sport and exercise sciences students (Education and Professional Development). Represents the Division on the Student Advisory Group.
Financial Policies:	<ul style="list-style-type: none"> ▪ Service on the Committee is non-remunerative. ▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES. ▪ Delegate and accommodation fees of the Chair of the Division for the BASES Annual and Student Conferences are covered.

Committee Name:	The Student Advisory Group
Chair:	Education Officer
Purpose:	To represent the interests of sport and exercise sciences students.
Meetings:	Normally once/twice per year in person. Additional deliberations may be conducted via e-mail between meetings, as required.
Lines of Accountability and Communication:	<ul style="list-style-type: none"> ▪ The Student Advisory Group is accountable to the BASES Board. ▪ Upon approval of the minutes of the Student Advisory Group meetings, the Chair circulates a copy to the members of Student Advisory Group and the BASES Board. ▪ The Chair submits a report for inclusion in the BASES Annual Report.
Membership:	Education Officer and the following Elected Officers: the Student Representatives of Divisions (Physical Activity for Health, Sport and Performance, and Education and Professional Development).
Appointment Process:	Members are elected by a majority vote prior to the AGM. Any Professional Member is eligible to vote.
Term of Office:	All elected representatives shall normally hold post for a two-year period until the conclusion of the AGM two years after election.
Communication with Board Through:	Education Officer
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Increase student membership of BASES. ▪ Encourage greater student participation in student activities. ▪ Help develop membership services and benefits for students. ▪ Contribute to the BASES Annual Student Conference.
Financial Policies:	<ul style="list-style-type: none"> ▪ Service on the Committee is non-remunerative. ▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

Committee Name:	The Workshop Committee
Chair:	Executive Officer
Purpose:	<ul style="list-style-type: none"> ▪ To promote and facilitate good practice in all aspects of education, training and professional development for those within sport and exercise sciences, and to organise a programme of high quality education workshops. ▪ To provide a Spring-Summer and Autumn-Winter workshop programme comprising intermediate and advanced level workshops. <p>Intermediate: Targeted at those with limited knowledge and experience of the workshop area.</p> <p>Advanced: Targeted at those wishing to enhance their knowledge and experience of the workshop area.</p>
Meetings:	Normally twice per year in person. Additional deliberations may be conducted via e-mail between meetings, as required.
Lines of Accountability and Communication:	<ul style="list-style-type: none"> ▪ The Workshop Committee is accountable to the BASES Board. ▪ Upon approval of the minutes of the Workshop Committee meetings, the Chair circulates a copy to the members of the Workshop Committee and the BASES Board. ▪ The Executive Officer (Chair) submits a report for inclusion in the BASES Annual Report.
Membership:	Executive Officer (Chair), Education Officer, Workshop Representatives of Divisions (Physical Activity for Health, Sport and Performance, and Education and Professional Development); up to 3 others representatives in the following pathways: Biomechanics, Physiology and Psychology. The Committee is supported by the Workshop Administrator who is responsible for recording the minutes of the meetings.
Appointment Process:	The Workshop Representatives of Divisions are elected. The pathway representatives are appointed by the Workshop Committee (normally for a two-year term of office).
Term of Office:	All elected representatives shall normally hold post for a two-year period until the conclusion of the AGM two-years after election and will be eligible for re-election.
Communication with the BASES Board Through:	Executive Officer
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Develop and promote a BASES Spring-Summer and Autumn-Winter workshop programme. The overall annual programme should normally comprise three intermediate workshops and two advanced workshops in each area, two of which should be new and innovative. In developing the programme, the Committee should liaise with Divisions, Interest Groups, BASES members and other professional associations. The workshops need to cater for those on Supervised Experience, accredited individuals and other BASES members who may not be seeking accreditation. ▪ Proactively seek individuals to run workshops, especially intermediate workshops aimed to support the Supervised Experience process. ▪ Provide advice to individuals volunteering to run a workshop (i.e., is the workshop topic area one of interest and is it worth submitting a formal proposal?). ▪ There may be overlap between workshop topic areas, especially across Divisions and pathways, so the workshop committee needs to communicate with each other, as appropriate, to avoid duplication etc. ▪ Adhere to the Guidelines, "A Guide to Hosting a BASES Workshop". ▪ Ensure that the intermediate workshops support the Supervised Experienced Programme. ▪ Ensure that the advanced workshops provide CPD for accredited individuals. <p>(The areas of responsibility may alter in the near future as a result of the current accreditation revamp)</p>

<p>The Workshop Proposal Review Process:</p>	<ul style="list-style-type: none"> ▪ Prospective hosts of a workshop are advised to contact the relevant representative on the Workshop Committee. ▪ The representative should be able to advise on whether they think the workshop topic area is one of interest and it is worth submitting a formal proposal (see “A Guide to Hosting a BASES Workshop”) ▪ The formal proposal will be considered by the Workshop Committee, which considers both the workshop programme in isolation and the overall workshop programme. The Committee are asked to state their level of agreement with each of the following statements: <ul style="list-style-type: none"> ▪ The programme is likely to be of interest to BASES members. ▪ The presenters are well qualified to deliver the programme. ▪ The programme has adequate interactive content. ▪ ‘Hosting a BASES Workshop Form’ is written in a style appropriate for promotional purposes. ▪ The overall workshop programme is balanced and the scheduling of workshops is appropriate. <p>Based on the considerations above, the possible outcomes are:</p> <ul style="list-style-type: none"> ▪ Accept ▪ Defer to the either the next 6-month workshop programme or to the following year ▪ Not accept.
<p>Financial Policies:</p>	<ul style="list-style-type: none"> ▪ Service on the Committee is non-remunerative. ▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES. ▪ Workshop delegate fees are waived for the Workshop Committee.

Committee Name:	The Accreditation Committee Supported by the reviewers
Chair:	Executive Officer
Purpose:	<ul style="list-style-type: none"> ▪ To quality assure the BASES Accreditation and Supervised Experience schemes.
Meetings:	Minimum two times per year in person. Additional deliberations may be conducted via e-mail/online meetings, as required.
Lines of Accountability and Communication:	<ul style="list-style-type: none"> ▪ The Accreditation Committee is accountable to the BASES Board. ▪ Upon approval of the minutes of the Accreditation Committee meetings, the Chair circulates a copy to the members of the Accreditation Committee and the BASES Board. ▪ The Education Officer submits a report for inclusion in the BASES Annual Report.
Membership:	The Executive Officer (Chair), Education Officer and up to 8 Accreditation committee members covering a broad range of expertise and disciplines. Committee members would normally be expected to be a BASES accredited sport and exercise scientist and have an understanding of the BASES accreditation and supervised experience processes. The Education Officer is responsible for recording the minutes of the meetings. (Quoracy = 5 or more members)
Appointment Process:	Members are appointed by the Board and applicants will be invited by an open process.
Term of Office:	All elected representatives shall normally hold post for a two/three year period and will be eligible to renew their position subject to Board approval.
Communication with the BASES Board Through:	Executive Officer
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Review pathway-specific re-/accreditation applications and provide feedback (against set criteria). ▪ Accreditation reviewing takes place twice per year, usually in January and July. ▪ Attend the BASES Accreditation Committee meetings, twice per year, usually in February and August. ▪ (The Accreditation Committee may alter in the near future as a result of the current accreditation revamp)
Financial Policies:	<ul style="list-style-type: none"> ▪ A fee is associated with reviewing re-/accreditation applications. ▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

Committee Name:	The Awards Committee Supported by the BASES Head Office
Chair:	Executive Officer
Purpose:	<ul style="list-style-type: none"> ▪ To be responsible for all BASES Awards and Grants
Meetings:	Minimum two times per year in person. Additional deliberations may be conducted via e-mail/online meetings, as required.
Lines of Accountability and Communication:	<ul style="list-style-type: none"> ▪ The Awards Committee is accountable to the BASES Board. ▪ Upon approval of the minutes of the Awards Committee meetings, the Chair circulates a copy to the members of the Awards Committee and the BASES Board. ▪ The Executive Officer submits a report for inclusion in the BASES Annual Report.
Membership:	The Executive Officer (Chair) and up to 5 Awards committee members covering a broad range of expertise and disciplines. Committee members would be expected to be a BASES member and have some past experience in marking/judging awards. The Executive Officer is responsible for recording the minutes of meetings.
Appointment Process:	Members are appointed by the Board and applicants will be invited by an open process.
Term of Office:	All elected representatives shall normally hold post for a two/three year period and will be eligible to renew their position subject to Board approval.
Communication with the BASES Board Through:	Executive Officer
Specific Areas of Responsibility:	<ul style="list-style-type: none"> ▪ Review all the current processes linked to awards/grants and establish judging criteria ▪ Review applications for International Travel Grants, Career Development Scholarship, Tom Reilly Memorial Award, Emerging Researcher Medals, Board Conference Grants, BASES Honorary fellows Undergraduate Dissertation Award ▪ Liaise with the conference organisers (annual and student) and Division Conference representatives to assist with the process of judging conference awards ▪ Attend the BASES Awards Committee meetings, twice per year, dates to be decided
Financial Policies:	<ul style="list-style-type: none"> ▪ Service on the Committee is non-remunerative. ▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.