

## BASES Governance: Structure and Terms of Reference

Project developed: Summer/Autumn 2020  
Signed off by Board: 24 February 2021  
Version: 1.0

### Overview:

Preparing for the 2021-2025 Strategy afforded a good time to review and clarify the roles and authority of the governance structure. The following new document highlights the corporate responsibilities of the members of the Committees and of the Board. In preparing our governance structure, the Board is mindful of those matters which are reserved functions, and which are delegated functions.

The new structure will, from a governance perspective, provide oversight for the Board and will aid reporting. It will also re-invigorate the current structure and will allow an opportunity for new members to become involved and for new work to be tackled. Finally, it should help the Operations Team link to the expertise in the Committees and Advisory Groups, as a resource and sounding board.

This document provides an overview of the Board, Standing Committees and Advisory Groups, to help understand what each group does and how that relates back to the Board and/or the Operational Team. There then follows individual terms of reference for each group. A visual of the new governance structure can be found [here](#).

### 1 Board

The Board of Directors represents the membership of the Association. The board sets in place policies, procedures, values, and long-term planning to meet the mission of the Association. The board does this through a governance structure. The structure a board decides to implement will dictate not only the policies of the Association but also such things as the relationship between staff and the board, and the role and use of committees.

The Board can delegate actions / tasks but not accountability; in general terms, the Board can delegate administrative functions and implementation of any decision but **not** their power of decision making. If terms of reference allow the Board to delegate a decision to a committee, the board still remains ultimately responsible.

For clarity, the following are reserved matters for the Board, matters that only the Board / Directors can sign off or decide:

- Financial matters
- Corporate matters
- Annual Report and Accounts
- Staffing, HR and Structure
- Budgets, contracts and business development
- Internal controls
- Litigation

While it is the board's responsibility to determine the governance structure, activities of the

Association are carried out by board members, staff, and committees. The Board will reserve some items for Board decision only, other matters may be delegated to a committee.

**Article 6 (1) (a):** ‘Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles to such person or committee as they think fit.’

**And 7 (1):** ‘Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.’

Terms of Reference	Board
<a href="#">Appendix 1</a>	BASES Board

## 2 Standing Committees

Standing committees have specific areas of focus / concern that they monitor, report on, and provide advice about to the board on an ongoing basis. The specifics about the committees, including frequency and timing of meetings, are included in the actual Terms of Reference.

Terms of Reference	Standing committee
<a href="#">Appendix SC1</a>	Division Committee - Biomechanics and Motor Behaviour
<a href="#">Appendix SC2</a>	Division Committee - Physical Activity for Health
<a href="#">Appendix SC3</a>	Division Committee - Physiology and Nutrition
<a href="#">Appendix SC4</a>	Division Committee – Psychology
<a href="#">Appendix SC5</a>	Division Committee - Sport and Performance
<a href="#">Appendix SC6</a>	Human Resources, Remuneration and Appointments Committee <i>new</i> (to replace current Appointments and Remuneration Committee)
<a href="#">Appendix SC7</a>	Finance and Risk Committee <i>new</i>
<a href="#">Appendix SC8</a>	Governance Committee <i>new</i>
<a href="#">Appendix SC9</a>	Learning and Development Committee <i>new</i>
<a href="#">Appendix SC10</a>	Professional Standards Committee <i>new</i>
<a href="#">Appendix SC11</a>	Stakeholder Committee <i>new</i>

## 3 Advisory Groups

Advisory groups are put in place to deal with specific, time-limited issues. They are established to bring together experts who can provide particular advice on specific matters of interest to the Executive Director or board. When the purpose or goal of the advisory group has been accomplished, the advisory group will disband.

Terms of Reference	Advisory Group	Feeds into
<a href="#">Appendix AP1</a>	Public and External Affairs Advisory Panel <i>new</i>	The Board
<a href="#">Appendix AG2</a>	Equity, Diversity & Inclusion Advisory Group	Governance Committee
<a href="#">Appendix AG3</a>	Integrity Advisory Group <i>new</i> (to replace the current Safeguarding and Welfare Advisory Group, aiming to look at Safeguarding, Welfare, Duty of Care, Ethics, Clean Sport, Whistleblowing, etc.)	Professional Standards Committee
<a href="#">Appendix AG4</a>	Accreditation Advisory Group	Professional Standards Committee

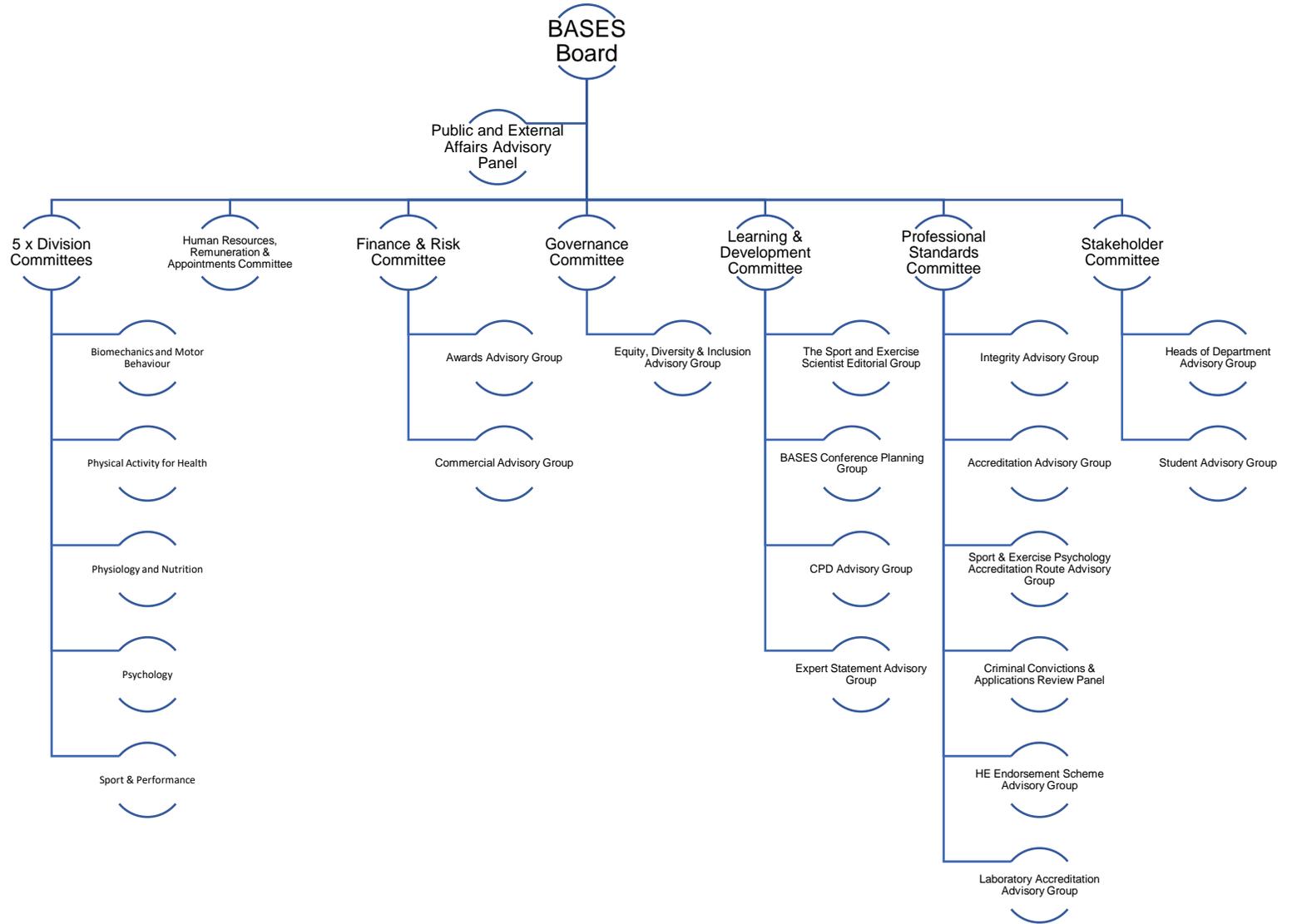
<a href="#">Appendix AG5</a>	Sport & Exercise Psychology Accreditation Route Advisory Group	Professional Standards Committee
<a href="#">Appendix AG6</a>	SEPAR Criminal Convictions and Applications Advisory Panel	Professional Standards Committee
<a href="#">Appendix AG7</a>	HE Endorsement Scheme Advisory Group <b>new</b> (formerly the BASES Undergraduate Endorsement Scheme Review Panel)	Professional Standards Committee
<a href="#">Appendix AG8</a>	Laboratory Accreditation Advisory Group	Professional Standards Committee
<a href="#">Appendix AG9</a>	Student Advisory Group <b>new</b>	Stakeholder Committee
<a href="#">Appendix AG10</a>	Heads of Department Advisory Group	Stakeholder Committee
<a href="#">Appendix AG11</a>	The Sport and Exercise Scientist Editorial Group	Learning and Development Committee
<a href="#">Appendix AG12</a>	BASES Conference Planning Group (formerly the Scientific Programme Committee)	Learning and Development Committee
<a href="#">Appendix AG13</a>	CPD Advisory Group	Learning and Development Committee
<a href="#">Appendix AG14</a>	BASES Expert Statement Advisory Group	Learning and Development Committee
<a href="#">Appendix AG15</a>	Awards Advisory Group	Finance and Risk Committee
<a href="#">Appendix AG16</a>	Commercial Advisory Group <b>new</b>	Finance and Risk Committee

#### 4 Special Interest Groups

Separate, and in addition to the above, BASES has a number of [Special Interest Groups](#) (SIGs). These are member-led and provide an active forum for networking, discussion, activities, knowledge sharing and debate among BASES members who share an interest in an identified area. Each SIG would align to one of the Committees or Advisory Groups, to formally feed into the work of the Association.

<b>Special Interest Group</b>	<b>Feeds into</b>
BASES COVID-19	Public and External Affairs Advisory Panel
Biomechanics Interest Group (BIG)	Division Committee - Biomechanics and Motor Behaviour
Clean Sport (CSIG)	Integrity Advisory Group
Clinical Exercise Science and Practice	Division Committee - Physical Activity for Health
Education and Teaching	Learning and Development Committee
Molecular Exercise Physiology	Division Committee - Physiology and Nutrition
Paediatric Exercise Science	Division Committee - Physiology and Nutrition
Sport, Exercise and Health Analytics	Division Committee - Physiology and Nutrition

# BASES Governance Structure



## **Terms of Reference (Appendix 1) BASES Board**

### **1 Purpose**

- 1.1 The Board is responsible for the management of the Association's business in line with its Strategy, Articles of Association, and legal requirements.

### **2 Authority**

- 2.1 Subject to the Articles of Association, the directors are responsible for the management of the Association's business, for which purpose they may exercise all the powers of the Association, except what is specifically reserved to the members.

### **3 Frequency of Meetings**

- 3.1 The Board will meet at least four times per year and at other times as appropriate in line with the BASES corporate calendar of meetings (Brief Board catch-up calls will be scheduled in those months that do not have a formal Board meeting).
- 3.2 There will normally be a mix of virtual and face to face meetings throughout the year.

### **4 Membership and Voting**

- 4.1 The Board comprises: BASES Chair, Deputy Chair, Chairs of the five Divisions (Biomechanics and Motor Behaviour; Physical Activity for Health; Physiology and Nutrition; Psychology; Sport and Performance), Chair-Elect (in the year preceding office), four Non-Executive Directors, and the Executive Director.
- 4.2 The Board can co-opt additional members. The members of the Board (excluding co-opted members) will be appointed Directors.
- 4.3 The Chair shall preside as Chair at every meeting.
- 4.4 In the absence of the Board Chair and/or an appointed Deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 4.5 The Board shall, from time to time, consider its membership and at all times endeavour to achieve sufficient numbers in membership of the Board to provide a balance of division-specific and commercial experience relevant to pursuing the objects of BASES.
- 4.6 The appointment and retirement of Board Members shall be governed by the provisions of the Articles of Association of BASES.
- 4.7 The Board shall appoint a Deputy Chair.
- 4.8 To apply for the Deputy Chair position, Board members must express their interest in writing to the BASES Chair. A vote will then take place amongst all members of the Board who have not expressed an interest in the role.
- 4.9 If the Division Chair is not available to attend the meeting, the Division Deputy Chair may attend the meeting in their place, with full voting rights (see clause 8).
- 4.10 Any new board member positions will be advertised through an open recruitment process. The Chair will fully consult with other members of the Board and the Executive Director and obtain a formal resolution of the Board so to do.
- 4.11 Only members of the Board have the right to vote at Board meetings.
- 4.12 The Board may also invite observers to attend and contribute to its deliberations. Any observers do not have voting rights and are not formally members of the Board.

- 4.13 Directors can, at any point, resign from their appointment. The resignation should be given to the Chair of the Board, providing as much notice as possible.

## **5 Roles**

- 5.1 The main responsibilities of the Chair are to:
- 5.1.1 Provide direction, support and coordination to the Board.
  - 5.1.2 Attend and chair Board meetings.
  - 5.1.3 Attend Annual and Student Conferences.
  - 5.1.4 Support effective strategy implementation.
  - 5.1.5 Work closely with the BASES Executive Director.
- 5.2 The main responsibilities of the Chair-Elect are to:
- 5.2.1 Shadow the BASES Chair in the preceding year.
  - 5.2.2 Attend Board meetings over this period.
  - 5.2.3 Work closely with the BASES Chair and BASES Executive Director to ensure a smooth transition.
- 5.3 The main responsibilities of the Deputy Chair are to:
- 5.3.1 Deputise as Chair of Board meetings in the absence of the Chair.
  - 5.3.2 Work closely with the BASES Executive Director.
  - 5.3.3 Support the Chair in providing direction, support and coordination to the Board.
- 5.4 The main responsibilities of the Division Chairs are to:
- 5.4.1 Develop and maintain a Division strategy providing direction, support and coordination of the Division.
  - 5.4.2 Organise and chair a minimum of three Division Committee meetings each year.
  - 5.4.3 Monitor and report on progress of Division projects to the Board.
  - 5.4.4 Represent the Division on the BASES Board.
- 5.5 The main responsibilities of the independent Non-Executive Directors are to:
- 5.5.1 Provide objective, critical appraisal and an independent view that is removed from day-to-day management of BASES.
  - 5.5.2 Ensure that appropriate corporate governance is observed.
  - 5.5.3 Provide advice and direction in the development, implementation and evaluation of the Strategic Plan.
  - 5.5.4 Monitor BASES's legal and ethical performance.
  - 5.5.5 Monitor the veracity and adequacy of the financial and other information provided to members and other stakeholders.
- 5.6 The main responsibilities of the Executive Director are to:
- 5.6.1 Ensure effective day-to-day management of the Association under delegated authority from the Board.
  - 5.6.2 Develop and deliver on the BASES Strategic Plan in the most effective and efficient manner, providing regular updates and reports to the Board.
  - 5.6.3 Work closely with and support the BASES Chair.

## **6 Term of Office**

- 6.1 The Chair, Division Chairs & Non-Executive Directors will undertake a tenure of three years.
- 6.2 The Chair is eligible to stand for re-election. The Elected Officers and Non-Executive Directors will normally be eligible for re-election only once.

- 6.3 If, in the event of no other suitable applications being received, a Board member may be invited to stand for a third term.
- 6.4 The Chair-Elect will be elected for one year prior to the tenure expiring of the outgoing Chair and then will take up the post of Chair for the following three years.

**7 Quorum**

- 7.1 As per clause 12 (2) of the Articles, a quorum must never be less than two.

**8 Decision Making**

- 8.1 Decisions of the Board must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 8.2 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

**9 Remuneration**

- 9.1 The Executive Director is a salaried position.
- 9.2 The other roles of the Board are not accompanied by any financial remuneration.
- 9.3 Travel and meeting expenses for Board members are reimbursed according to the policies and procedures of BASES.

**10 Reporting**

- 10.1 All of the Standing Committees, plus the Public and External Affairs Advisory Panel, feed directly to the Board.

## **Terms of Reference**

### **(Appendix SC1) BASES Division Committee - Biomechanics and Motor Behaviour**

#### **1 Purpose**

- 1.1 To provide a forum for sport and exercise scientists, devoted to furthering the development of biomechanics and motor behaviour within sport and exercise science.
- 1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

#### **2 Role**

The Biomechanics and Motor Behaviour Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

- 2.1 Develop and maintain a Division strategy.
- 2.2 Organise a minimum of three Division Committee meetings each year.
- 2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
- 2.4 Support effective strategy implementation.
- 2.5 Lead the planning and implementation of Division projects.
- 2.6 Monitor and report on progress of Division projects to the Board.
- 2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
- 2.8 Organise the review of Division-specific abstracts for the Annual Conference.
- 2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
- 2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
- 2.11 Monitor the Divisions' own social media pages (if active) as well as the general BASES accounts.

#### **3 Authority**

- 3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

#### **4 Reporting**

- 4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.
- 4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

#### **5 Frequency of Meetings**

- 5.1 The Committee shall meet at least three times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

#### **6 Membership and Voting**

- 6.1 The committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).

- 6.2 Additional members can be co-opted at the discretion of the Executive Director.
- 6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.
- 6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.
- 6.5 Members will be eligible to renew their position subject to Board approval.
- 6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.7 Only members of the Committee have the right to vote at Committee meetings.

## **7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Committee.

## **8 Decision Making**

- 8.1 Decisions of the Committee must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

## **9 Other**

- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

## **10 Remuneration**

- 10.1 The roles of Biomechanics and Motor Behaviour Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference  
(Appendix SC2)  
BASES Division Committee - Physical Activity for Health**

**1 Purpose**

- 1.1 To provide a forum for sport and exercise scientists, devoted to furthering the understanding of the benefits of physical activity for health and helping people to move more.
- 1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

**2 Role**

The Physical Activity for Health Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

- 2.1 Develop and maintain a Division strategy.
- 2.2 Organise a minimum of three Division Committee meetings each year.
- 2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
- 2.4 Support effective strategy implementation.
- 2.5 Lead the planning and implementation of Division projects.
- 2.6 Monitor and report on progress of Division projects to the Board.
- 2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
- 2.8 Organise the review of Division-specific abstracts for the Annual Conference.
- 2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
- 2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
- 2.11 Monitor the Divisions' own social media pages (if active) as well as the general BASES accounts.
- 2.12 Liaise with the British Association for Cardiovascular Prevention and Rehabilitation (BACPR) for appointing members to the Exercise Professionals Group.

**3 Authority**

- 3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

**4 Reporting**

- 4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.
- 4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

**5 Frequency of Meetings**

- 5.1 The Committee shall meet at least three times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 The committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).
- 6.2 Additional members can be co-opted at the discretion of the Executive Director.
- 6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.
- 6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.
- 6.5 Members will be eligible to renew their position subject to Board approval.
- 6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.7 Only members of the Committee have the right to vote at Committee meetings.

**7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Committee.

**8 Decision Making**

- 8.1 Decisions of the Committee must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

**9 Other**

- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

- 10.1 The roles of Physical Activity for Health Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

## **Terms of Reference (Appendix SC3)**

### **BASES Division Committee - Physiology and Nutrition**

#### **1 Purpose**

- 1.1 To provide a forum for sport and exercise scientists, devoted to furthering the development of the physiological and nutrition processes underpinning sport and exercise science.
- 1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

#### **2 Role**

The Physiology and Nutrition Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

- 2.1 Develop and maintain a Division strategy.
- 2.2 Organise a minimum of three Division Committee meetings each year.
- 2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
- 2.4 Support effective strategy implementation.
- 2.5 Lead the planning and implementation of Division projects.
- 2.6 Monitor and report on progress of Division projects to the Board.
- 2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
- 2.8 Organise the review of Division-specific abstracts for the Annual Conference.
- 2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
- 2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
- 2.11 Monitor the Divisions' own social media pages (if active) as well as the general BASES accounts.

#### **3 Authority**

- 3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

#### **4 Reporting**

- 4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.
- 4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

#### **5 Frequency of Meetings**

- 5.1 The Committee shall meet at least three times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

#### **6 Membership and Voting**

- 6.1 The committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).

- 6.2 Additional members can be co-opted at the discretion of the Executive Director.
- 6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.
- 6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.
- 6.5 Members will be eligible to renew their position subject to Board approval.
- 6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.7 Only members of the Committee have the right to vote at Committee meetings.

**7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Committee.

**8 Decision Making**

- 8.1 Decisions of the Committee must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

**9 Other**

- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

- 10.1 The roles of Physiology and Nutrition Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference  
(Appendix SC4)  
BASES Division Committee - Psychology**

**1 Purpose**

- 1.1 To provide a forum for sport and exercise scientists, devoted to furthering the development of psychology within sport and exercise science.
- 1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

**2 Role**

The Psychology Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

- 2.1 Develop and maintain a Division strategy.
- 2.2 Organise a minimum of three Division Committee meetings each year.
- 2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
- 2.4 Support effective strategy implementation.
- 2.5 Lead the planning and implementation of Division projects.
- 2.6 Monitor and report on progress of Division projects to the Board.
- 2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
- 2.8 Organise the review of Division-specific abstracts for the Annual Conference.
- 2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
- 2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
- 2.11 Monitor the Divisions' own social media pages (if active) as well as the general BASES accounts.
- 2.12 Support the effectiveness of the Sport & Exercise Psychology Accreditation Route (SEPAR) programme for candidates and compliance with the Health and Care Professions Council (HCPC) requirements.

**3 Authority**

- 3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

**4 Reporting**

- 4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.
- 4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

**5 Frequency of Meetings**

- 5.1 The Committee shall meet at least three times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

## **6 Membership and Voting**

- 6.1** The committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).
- 6.2** Additional members can be co-opted at the discretion of the Executive Director.
- 6.3** All appointments will be made by the Human Resources, Remuneration and Appointments Committee.
- 6.4** The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.
- 6.5** Members will be eligible to renew their position subject to Board approval.
- 6.6** In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.7** Only members of the Committee have the right to vote at Committee meetings.

## **7 Quorum**

- 7.1** A quorum is to consist of more than half of the voting members of the Committee.

## **8 Decision Making**

- 8.1** Decisions of the Committee must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

## **9 Other**

- 9.1** The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

## **10 Remuneration**

- 10.1** The roles of Psychology Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.
- 10.2** Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference  
(Appendix SC5)  
BASES Division Committee - Sport and Performance**

**1 Purpose**

- 1.1 To provide a forum for sport and exercise scientists, devoted to furthering the development of sport and exercise science.
- 1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

**2 Role**

The Sport and Performance Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

- 2.1 Develop and maintain a Division strategy.
- 2.2 Organise a minimum of three Division Committee meetings each year.
- 2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
- 2.4 Support effective strategy implementation.
- 2.5 Lead the planning and implementation of Division projects.
- 2.6 Monitor and report on progress of Division projects to the Board.
- 2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
- 2.8 Organise the review of Division-specific abstracts for the Annual Conference.
- 2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
- 2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
- 2.11 Monitor the Divisions' own social media pages (if active) as well as the general BASES accounts.

**3 Authority**

- 3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

**4 Reporting**

- 4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.
- 4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

**5 Frequency of Meetings**

- 5.1 The Committee shall meet at least three times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 The committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).
- 6.2 Additional members can be co-opted at the discretion of the Executive Director.

- 6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.
- 6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.
- 6.5 Members will be eligible to renew their position subject to Board approval.
- 6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.7 Only members of the Committee have the right to vote at Committee meetings.

**7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Committee.

**8 Decision Making**

- 8.1 Decisions of the Committee must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

**9 Other**

- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

- 10.1 The roles of Sport and Performance Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**(Appendix SC6)**  
**BASES Human Resources, Appointments and Remuneration Committee**  
**modified / enhanced remit**

**1 Purpose**

- 1.1 To be responsible for recommending to the Board:
  - 1.1.1 Any changes to employment policies and practices.
  - 1.1.2 Appointments to the BASES Divisions and standing committees.
  - 1.1.3 Remuneration of BASES paid staff.

**2 Role**

The Human Resources, Appointments and Remuneration Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

- 2.1 Be responsible for identifying and appointing candidates to fill key vacancies as and when they arise via a formal, rigorous and transparent procedure, made on merit in line with the skill requirements of the vacancy.
- 2.2 Review the terms and conditions of service, including remuneration and a remuneration policy, pensions, allowances, gratuities, early retirement and redundancy, of BASES staff.
- 2.3 Oversee the process for determining the terms and conditions of employment and remuneration of all other BASES colleagues, including recommendations concerning annual pay increases and bonus payments.
- 2.4 Review the ongoing appropriateness of the remuneration policy.
- 2.5 Make recommendations to the Board on the Remuneration policies at regular intervals, ensuring that they remain competitive to attract and retain quality staff.
- 2.6 Conduct an annual review of policies included in the staff handbook including, but not limited to policies for parental leave, absence, sickness and working location and the code of conduct.

**3 Authority**

- 3.1 Decide on terms and conditions of service, including remuneration, pensions, allowances, gratuities, early retirement, and redundancy, of BASES staff, as agreed between the Chair of the Committee and the Executive Director.
- 3.2 Develop and agree a remuneration policy.
- 3.3 Agree the annual amount to be reserved for rewarding individual performance and establishing the exempt base for an annual bonus where applicable.
- 3.4 Approve any annual bonus payments for all eligible staff.
- 3.5 Approve any annual salary changes for all eligible staff.
- 3.6 Decide upon issues relating to the pension arrangements established by BASES for all BASES colleagues.
- 3.7 Approve settlements in employment litigation disputes or remuneration beyond contractual entitlement.
- 3.8 Approve changes to policies and practices following any review.
- 3.9 The Committee is authorised by the Board to obtain, at the Association's expense, outside legal or other professional advice on any matters within its terms of reference.

**4 Reporting**

- 4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.
- 4.2 Minutes will be circulated to members of the Committee. They will otherwise remain confidential.
- 5 Frequency of Meetings**
- 5.1 Business is normally conducted via email. The Committee shall meet at least once a year, normally via conference call, and otherwise as required.
- 6 Membership and Voting**
- 6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.
- 6.2 The Chair of the Committee shall be the Chair of the Board of BASES (herein after referred to as 'the Board') unless it is dealing with the appointment of, or successor to the Chair, when it shall be chaired by one of the independent Non-Executive Directors (NED).
- 6.3 The committee shall be made up of the Chair of the Board, two Division Chairs, and two independent Non-Executive Directors.
- 6.4 In the absence of the committee chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 6.5 Appointed members shall normally hold post for a three-year period.
- 6.6 Members will be eligible to renew their position subject to Board approval.
- 6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.
- 7 Quorum**
- 7.1 A quorum is to consist of more than half of the voting members of the Committee.
- 8 Decision Making**
- 8.1 Decisions of the Committee must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 8.2 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.
- 9 Other**
- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**
- 10.1 The roles of Human Resources, Appointments & Remuneration Committee Members and Chair are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference  
(Appendix SC7)  
BASES Finance and Risk Committee new**

**1 Purpose**

- 1.1 To advise the Board on:
- 1.1.1 any action required to maintain the financial health of the Association.
  - 1.1.2 the adequacy and effectiveness of processes for overseeing risk management, control, and related governance.
  - 1.1.3 the development and review of financial policies.
  - 1.1.4 non-financial risk matters such as reputational exposures.

**2 Role**

The Finance and Risk Committee (herein after referred to as ‘the Committee’) shall make recommendations to the Board on:

- 2.1 Investment and Reserves Strategy.
- 2.2 Business Plan, Budget and Annual Accounts, including assisting the Board with monitoring the financial position and performance of the Association against an annually approved budget and a four-year forecast (minimum).
- 2.3 Financial Procedures Handbook, ensuring that the Board has set an expenses policy and appropriate approval limits for the executive in respect of expenditure limits, borrowing limits, appointment of consultants and ensuring that these are clearly understood by the executive.
- 2.4 The annual review of all accounting policies.
- 2.5 Overall financial health of BASES.
- 2.6 Disposal or transfer of any part of BASES’ undertakings.

And shall have delegated responsibilities for the following:

- 2.7 Reviewing the Association’s policies, systems and procedures in so far as they relate to finance and risk and ensuring that the controls, framework and governance are in place so that the Association complies with all legal requirements and in accordance with the corporate governing document.
- 2.8 Making recommendations on controls and mitigating action in respect of non-financial risks identified by or brought to the attention of the Committee.
- 2.9 Conducting a periodic (at least annually) review of the Association’s Business Continuity Plan, Risk Register, risk management policy and procedures and internal control systems.
- 2.10 Monitoring and advising the agreed financial strategy of BASES, as outlined by the Board.
- 2.11 Overall review of Financial Statements for the Association, including the Statement of Financial Activity, Balance Sheet, and Notes to the Accounts.
- 2.12 Approval of the wording of the Directors’ Report as included in the final published statutory accounts.
- 2.13 Ensuring the annual accounts are published on the Association’s website.

**3 Authority**

- 3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the BASES’ financial and risk systems and controls.

**4 Reporting**

- 4.1 A Report of the meetings of the committee or a copy of the minutes will be presented to the Board to formally note at its next or most appropriate meeting.

- 4.2 The Committee will produce an annual report on the Risk Management Procedures and Risk Register for approval by the Board.
- 4.3 The following Advisory Groups report to the Committee: Awards Advisory Group and Commercial Advisory Group.
- 5 Frequency of Meetings**
- 5.1 The Committee will normally meet four times per year, usually via conference call, and at other times as appropriate.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.
- 6 Membership and Voting**
- 6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.
- 6.2 The Chair of the Committee shall be a member of and appointed by the Board of BASES (herein after referred to as 'the Board').
- 6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 6.4 The Committee shall be made up of at least three members of the Board and the Chairs of the Commercial Advisory Group and Awards Advisory Group.
- 6.5 Appointed members shall normally hold post for a three-year period.
- 6.6 Members will be eligible to renew their position subject to Board approval.
- 6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.
- 7 Quorum**
- 7.1 A quorum is to consist of more than half of the voting members of the Committee.
- 8 Decision Making**
- 8.1 Decisions of the Committee must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 8.2 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.
- 9 Other**
- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**
- 10.1 The roles of the Committee are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference  
(Appendix SC8)  
BASES Governance Committee new**

**1 Purpose**

- 1.1 To advise the Board on any action required to maintain the effective governance of the Association in line with statutory requirements.

**2 Role**

The Governance Committee (herein after referred to as 'the Committee') shall make recommendation to the Board on:

- 2.1 The annual review of the corporate governance handbook.  
2.2 In conjunction with the Chair, ensuring all directors act in the best interest of the Association and in a manner consistent with their legal duties.  
2.3 In conjunction with the Chair, maintaining a clear division between the Board's management and oversight role and the Executive Director's operational role.  
2.4 Any amendments to the Association's Articles of Association in conjunction with the Human Resources, Remuneration and Appointments Committee.

And shall have delegated responsibilities for the following:

- 2.5 Reviewing processes for ensuring the appropriateness and effectiveness of governance arrangements for the Association.  
2.6 Reviewing policies and procedures held within the Corporate Governance Handbook.  
2.7 Ensuring the Association has procedures in place to enable it to comply with the law by ensuring that BASES is constituted in accordance with the corporate governing document.  
2.8 Leading on the process for review of the structure of the Board Standing Committees and making recommendations to the Board as required including recommendations for more or less committees, as considered appropriate.  
2.9 Ensuring at least 25% of the Board are independent non-executive directors in conjunction with the Human Resources, Remuneration and Appointments Committee.  
2.10 Ensuring the Association maintains all Standing Committees.  
2.11 Ensuring on appointment, each director is given a written statement of responsibilities.  
2.12 Ensuring all new directors receive a full, formal and tailored induction on joining the Board.  
2.13 Development of a mandatory director's code (code of conduct).  
2.14 Ensuring the director's code (code of conduct) is reviewed at least every four years to ensure compliance with current laws.

**3 Authority**

- 3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the BASES governance arrangements.

**4 Reporting**

- 4.1 A report of the meetings of the Committee will be presented to the Board of Directors to formally note at its next or most appropriate meeting

- 4.2 The Committee will produce an annual governance statement. The governance statement will form part of the Annual Review report and will be made publicly available.
- 4.3 The Equity, Diversity and Inclusion Advisory Group reports to the Committee.

## **5 Frequency of Meetings**

- 5.1 The Committee will meet at least once per year, normally via conference call, or more often as necessary to carry out its functions.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

## **6 Membership and Voting**

- 6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.
- 6.2 The Chair of the Committee shall be a member of and appointed by the Board of BASES (herein after referred to as 'the Board').
- 6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 6.4 The Committee shall be made up of at least two members of the BASES Board plus the Chair of the Equity, Diversity and Inclusion Advisory Group.
- 6.5 Appointed members shall normally hold post for a three-year period.
- 6.6 Members will be eligible to renew their position subject to Board approval.
- 6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

## **7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Committee.

## **8 Decision Making**

- 8.1 Decisions of the Committee must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 8.2 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

## **9 Other**

- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

## **10 Remuneration**

- 10.1 The roles of the Committee are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of BASES.

## **Terms of Reference**

### **(Appendix SC9)**

#### **BASES Learning and Development Committee new**

##### **1 Purpose**

- 1.1 To develop, monitor, and promote excellence in lifelong learning processes and strategies for practising sport and exercise scientists.

##### **2 Role**

The Learning and Development Committee (herein after referred to as 'the Committee') shall make recommendation to the Board on:

- 2.1 the development, review, and monitoring of educational and ethical standards for continuing professional development activities and programmes for sport and exercise scientists.

##### **3 Authority**

The Committee have the delegated authority to:

- 3.1 consider and confirm the invited Guest Speakers for the annual Conference.
- 3.2 plan and promote the suite of CPD events for BASES members across the year.
- 3.3 approve all Expert Statements.
- 3.4 consider and confirm the content for all TSES editions.

##### **4 Reporting**

- 4.1 A report of the meetings of the Committee will be presented to the Board of Directors to formally note at its next or most appropriate meeting.
- 4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.
- 4.3 The following Advisory Groups report to the Committee: TSES Editorial Group, Annual Conference Planning Group, CPD Advisory Group and Expert Statement Advisory Group.

##### **5 Frequency of Meetings**

- 5.1 The Committee will meet at least once per year, normally via conference call, or more often as necessary to carry out its functions.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

##### **6 Membership and Voting**

- 6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.
- 6.2 The Chair of the Committee shall be a member of and appointed by the Board of BASES (herein after referred to as 'the Board').
- 6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 6.4 The Committee shall be made up of at least two members of the BASES Board plus the Editor of The Sport and Exercise Scientist Editorial Advisory Group and the Chairs of the BASES Conference Planning Group, the CPD Advisory Group and the BASES Expert Statement Advisory Group.
- 6.5 Appointed members shall normally hold post for a three-year period.
- 6.6 Members will be eligible to renew their position subject to Board approval.
- 6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

- 7 Quorum**  
7.1 A quorum is to consist of more than half of the voting members of the Committee.
- 8 Decision Making**  
8.1 Decisions of the Committee must be decided by at least a majority decision.  
8.2 Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.  
8.3 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.
- 9 Other**  
9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**  
10.1 The roles of the Committee are not accompanied by any financial remuneration.  
10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference  
(Appendix SC10)  
BASES Professional Standards Committee new**

**1 Purpose**

- 1.1 To provide the strategic overview for professional standards matters relating to sport and exercise sciences. The committee is responsible for the full range of issues relating to the development and implementation of professional standards related policies and guidelines, and delivery of the respective endorsement programmes.

**2 Role**

The Professional Standards Committee (herein after referred to as 'the Committee') shall make recommendation to the Board on:

- 2.1 standards and policies relating to practitioner and institution standards, competence, and professional practice.  
2.2 standards and guidelines for effective continuing education and endorsement programmes.

**3 Authority**

The Committee have the delegated authority to:

- 3.1 initiate and provide ongoing strategic oversight of professional standards matters relating to sport and exercise sciences.  
3.2 develop and implement professional standards related policies and guidelines.  
3.3 make recommendations to the Board regarding standards issues.  
3.4 review and update the criteria for the respective endorsement and accreditation programmes to ensure they meet the needs of practitioners and institutions.  
3.5 advise the Board on matters relating to Safeguarding, Welfare, Duty of Care, Ethics, Clean Sport and Whistleblowing.

**4 Reporting**

- 4.1 A report of the meetings of the Committee will be presented to the Board of Directors to formally note at its next or most appropriate meeting.  
4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.  
4.3 The following Advisory Groups report to the Committee: Integrity Advisory Group, Accreditation Advisory Group, Sport and Exercise Psychology Accreditation Route Advisory Group, Criminal Convictions and Applications Review Panel, HE Endorsement Scheme Advisory Group and Laboratory Accreditation Advisory Group.

**5 Frequency of Meetings**

- 5.1 The Committee will meet at least once per year, normally via conference call, or more often as necessary to carry out its functions.  
5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.  
6.2 The Chair of the Committee shall be a member of and appointed by the Board of BASES (herein after referred to as 'the Board').

- 6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 6.4 The Committee shall be made up of at least two members of the BASES Board plus the Chairs of the Integrity Advisory Group, the Accreditation Advisory Group, the Sport & Exercise Psychology Accreditation Route Advisory Group, the HE Endorsement Scheme Advisory Group and the Laboratory Accreditation Advisory Group.
- 6.5 Appointed members shall normally hold post for a three-year period.
- 6.6 Members will be eligible to renew their position subject to Board approval.
- 6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

## **7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Committee.

## **8 Decision Making**

- 8.1 Decisions of the Committee must be decided by at least a majority decision.
- 8.2 Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 8.3 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

## **9 Other**

- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

## **10 Remuneration**

- 10.1 The roles of the Committee are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference  
(Appendix SC11)  
BASES Stakeholder Committee new**

**1 Purpose**

- 1.1 To ensure that the quality of the Association's membership is maintained.
- 1.2 To be responsible for the development of the Association's membership at large, including full and associates.
- 1.3 To collect, analyse and monitor member data.
- 1.4 To monitor and advise that an appropriate strategy is in place to manage the overall relationship between BASES and its key stakeholders.

**2 Role**

The Stakeholder Committee (herein after referred to as 'the Committee') shall:

- 2.1 review the membership categories and prices.
- 2.2 review membership benefits.
- 2.3 review the obligations associated with the membership.
- 2.4 develop membership recruitment drives and develop incentives for membership.
- 2.5 develop member engagement to try to get members to be more active within the Association.
- 2.6 oversee the annual member survey, responses, and associated action plan.
- 2.7 analyse further surveys (e.g., conferences, webinars), proposing any areas for action.
- 2.8 ensure that the work of any partnership is aligned to BASES' key strategies and business processes.
- 2.9 develop, promote and recommend Future Business Cases from a partnership and ensure that these are in line with BASES' priorities.
- 2.10 receive reports on the progress of the partnership and its projects (including Future Projects) and provide guidance where appropriate.
- 2.11 review and agree the appropriate partnership arrangements including governance arrangements.
- 2.12 advise on the status and progress to help ensure the partnership achieves its objectives in relation to BASES' strategy; and
- 2.13 act as arbitrator in the case of unresolved disputes between BASES and the partner.

**3 Authority**

The Committee have the delegated authority to:

- 3.1 oversee all aspects of BASES membership, not limited to attraction, retention, cessation, communication with or satisfaction of members.
- 3.2 develop a strategy for BASES to attract and retain members with options to create sustainable value for its members.
- 3.3 identify trends around membership aspects within similar associations.
- 3.4 create a new Memorandum of Understanding or Partnership Agreement.
- 3.5 review and recommend to the Board changes to the partnership objectives to reflect changed circumstances.

**4 Reporting**

- 4.1 A report of the meetings of the Committee will be presented to the Board of Directors to formally note at its next or most appropriate meeting.
- 4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

- 4.3 The following Advisory Groups report to the Committee: Heads of Department Advisory Group and Student Advisory Group.

## **5 Frequency of Meetings**

- 5.1 The Committee will meet at least twice per year, normally via conference call, or more often as necessary to carry out its functions.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

## **6 Membership and Voting**

- 6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.
- 6.2 The Chair of the Committee shall be a member of and appointed by the Board of BASES (herein after referred to as 'the Board').
- 6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 6.4 The Committee shall be made up of at least three members of the BASES Board, one Divisional Membership Representative and the Chairs of the Student Advisory Group and the Heads of Department Advisory Group.
- 6.5 Appointed members shall normally hold post for a three-year period.
- 6.6 Members will be eligible to renew their position subject to Board approval.
- 6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

## **7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Committee.

## **8 Decision Making**

- 8.1 Decisions of the Committee must be decided by at least a majority decision.
- 8.2 Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 8.3 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

## **9 Other**

- 9.1 The Board shall review the Committee's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

## **10 Remuneration**

- 10.1 The roles of the Committee are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AP1**  
**Public and External Affairs Advisory Panel**

**1 Purpose**

- 1.1 BASES champions the development and practice of sport and exercise science by proactively acting to influence policy issues. We aim to ensure that the views of our membership are represented for relevant policymakers' consideration.
- 1.2 Through the Public and External Affairs Advisory Panel, the Board of BASES will ensure key policymakers are provided with rigorous evidence, timely advice and are aware of the views, concerns, research, and evidence-based practice of our membership.
- 1.3 The purpose of the Public and External Affairs Advisory Panel is to ensure the Board can respond to consultations through a unified voice when informing Government and other agencies.

**2 Role**

The BASES Public and External Affairs Advisory Panel (herein after referred to as 'the Panel') should carry out the duties below as appropriate. The Panel shall:

- 2.1 Support the BASES Board and Executive to develop and drive the strategic objectives of the Association with respect to advice on public and external affairs.
- 2.2 Be proactive in identifying opportunities to influence scientific and educational policy matters of relevance to sport, exercise, and physical activity, by horizon scanning, identifying, prioritising, planning and drafting submissions.
- 2.3 Draft timely responses to calls for evidence and consultation responses from external parties for approval by the Board,
- 2.4 On request, brief the Board on the policies, strategies and politics of key decision and policy makers.
- 2.5 Support the Board to proactively influence key decision and policy makers
- 2.6 Consult the members of the Association whenever possible to reflect their views and to strengthen the authority of the Association in discussions with external agencies.
- 2.7 Report to and advise the Board on appropriate resources and the mechanisms required to realise the policy objectives of the Association.

**3 Authority**

- 3.1 The Board will formally approve all outputs before being submitted.

**4 Reporting**

- 4.1 The Panel, through its Chair, shall report directly to the Board on all matters within the Panel's duties and responsibilities.
- 4.2 Notification of submissions made, and consultations contributed to, shall be shared with the membership and included on the BASES website.
- 4.3 A summary of the work of the Panel will be included in the BASES Annual Report.
- 4.4 The Board will look at tracking impact – how what we have contributed to has made a difference or has created change.

**5 Frequency of Meetings**

- 5.1 The Panel shall conduct its work remotely, forming as and when the need arises.

5.2 Ongoing deliberations will be conducted via e-mail, as required.

**6 Membership**

6.1 Recruitment onto the Panel will be through open recruitment.

6.2 Appointments will be confirmed by members of the Board.

6.3 The Panel will normally comprise of up to eight members, covering and representing a broad range of expertise and disciplines.

6.4 Appointed members shall normally hold post for a three-year period.

6.5 Members will be eligible to renew their position subject to approval by the Executive Director.

6.6 The Chair will be appointed from the membership of the Panel.

6.7 In the absence of the Panel Chair, the remaining members present shall elect one of themselves to chair that meeting / plan that submission.

6.8 A member of the BASES Operational Team will provide secretarial support to the Panel.

**7 Quorum**

7.1 A quorum is to consist of more than half of the voting members of the Panel.

**8 Decision Making**

8.1 Decisions of the Panel must be decided by at least a majority decision. Every member shall have one vote.

**9 Other**

9.1 The Executive Director shall review the Panel's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

10.1 The roles of Panel Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Panel members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG2**  
**Equity, Diversity & Inclusion Advisory Group**

**1 Purpose**

- 1.1 To be responsible for the development and implementation of an Equity, Diversity and Inclusion strategy, ensuring that there is an integrated, proactive approach to equity, diversity and inclusion that is informed by sector best practice.

**2 Role**

The Equity, Diversity & Inclusion Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Support BASES to increase diversity and inclusion in the sport and exercise sciences.
- 2.2 Develop a Diversity and Inclusion Progression Framework and monitor progress against diversity objectives, action plans and any associated targets.
- 2.3 Provide BASES Operations staff and members with increased knowledge and confidence around diversity and inclusion.
- 2.4 Promote examples of diversity and inclusion across BASES from prioritisation through to dissemination and putting research into practice.
- 2.5 Provide resources and guidance that are current and practical.
- 2.6 Ensure that communication about diversity and inclusivity is effective, appropriate and raises awareness about BASES' progress.
- 2.7 Use networks to facilitate best practice between communities and the wider membership.
- 2.8 Work with the Executive Director to ensure that appropriate diversity training is provided.
- 2.9 Ensure Advisory Group members review and influence the work programme.

**3 Authority**

- 3.1 The Advisory Group has the delegated authority to review processes for ensuring the suitability and effectiveness of the BASES' Diversity and Inclusion Progression Framework and monitoring the Action Plan.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Governance Committee.
- 4.2 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.

**5 Frequency of Meetings**

- 5.1 The Advisory Group shall meet at least four times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 Recruitment onto the Advisory Group will be through open recruitment.
- 6.2 Appointments will be confirmed by the Executive Director.
- 6.3 The Advisory Group will normally comprise of up to eight members who will reflect a broad cross-section of experience, knowledge, and interests, preferably drawn from all divisions.

- 6.4 The Chair will be appointed from the membership of the Advisory Group.
- 6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.6 Only members of the Advisory Group have the right to vote at meetings.
- 6.7 The Executive Director will sit on the Advisory Group as an ex-officio member, and will provide administrative support.
- 6.8 The Board Diversity Champion may attend meetings.
- 6.9 Appointed members shall normally hold post for a three-year period.
- 6.10 Members will be eligible to renew their position subject to approval by the Executive Director.

**7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.

**8 Decision Making**

- 8.1 Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

**9 Other**

- 9.1 The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

- 10.1 The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG3**  
**Integrity Advisory Group new**

**1 Purpose**

- 1.1 To be responsible for advising the Board on matters relating to Safeguarding, Welfare, Duty of Care, Ethics, Clean Sport, Whistleblowing and SEPAR candidate pre-application stage checks.

**2 Role**

The Integrity Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Support policy, education, and reporting requirements in relation to Safeguarding, Welfare, Duty of Care and Clean Sport.  
2.2 Oversee the establishment, maintenance and review of the Association's ethics and integrity framework and rules.  
2.3 Advise on issues at an operational level that impact on the Association's performance and reputation.  
2.4 Advise on the ethical behaviours and culture of the Association.  
2.5 Review the Association's Whistleblowing policy.  
2.6 Review the remit of the Criminal Convictions and Applications Review Panel (CCARP).

**3 Authority**

- 3.1 The Advisory Group has the delegated authority to proactively consider and make recommendations to the Board, through the Professional Standards Committee, on policy, education, and reporting requirements in relation to the duties outlined within clause 2.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Professional Standards Committee.  
4.2 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.

**5 Frequency of Meetings**

- 5.1 The Advisory Group shall meet at least four times a year, normally via conference call, and otherwise as required.  
5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 Recruitment onto the Advisory Group will be through open recruitment.  
6.2 Appointments will be confirmed by the Executive Director.  
6.3 The Advisory Group will normally comprise of up to eight members who will reflect a broad cross-section of experience, knowledge, and interests, preferably drawn from all divisions.  
6.4 The Chair will be appointed from the membership of the Advisory Group.  
6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.  
6.6 Only members of the Advisory Group have the right to vote at meetings.  
6.7 The Executive Director will sit on the Advisory Group as an ex-officio member.

- 6.8 A member of the BASES Operational Team will provide administrative support.
- 6.9 Appointed members shall normally hold post for a three-year period.
- 6.10 Members will be eligible to renew their position subject to approval by the Executive Director.

**7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.

**8 Decision Making**

- 8.1 Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

**9 Other**

- 9.1 The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

- 10.1 The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG4**  
**Accreditation Advisory Group**

**1 Purpose**

- 1.1 To be responsible for all aspects of the Accreditation and Supervised Experience (SE) scheme including quality assurance, marketing, and communications, and reviewing.

**2 Role**

The Accreditation Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Review re-/accreditation applications and provide feedback against set criteria.  
2.2 Be responsible for maintaining and developing the reputation and profile of SE and Accreditation.  
2.3 Periodically determine whether the service meets members' and end users' expectations.  
2.4 Support the BASES Operational Team with any technical queries regarding the accreditation process, dealing with issues as and when they arise.

**3 Authority**

- 3.1 The Advisory Group shall have the delegated authority to review and update the criteria for BASES Accreditation.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Professional Standards Committee on all matters within the Advisory Group's duties and responsibilities.  
4.2 Details of successful accreditation and re-accreditation will be published in The Sport and Exercise Scientist.  
4.3 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.

**5 Frequency of Meetings**

- 5.1 The Advisory Group shall meet twice a year, normally via conference call, (usually in February/March and August/September) and otherwise as required.  
5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 Recruitment onto the Advisory Group will be through open recruitment.  
6.2 Appointments will be confirmed by the Executive Director.  
6.3 The Advisory Group will normally comprise of up to ten members, from different disciplinary specialisms and categories of professional practice.  
6.4 The Chair will be appointed from the membership of the Advisory Group.  
6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.  
6.6 Only members of the Committee have the right to vote at meetings.  
6.7 The BASES Professional Development & Partnerships Manager will sit on the Advisory Group as an ex-officio member.

- 6.8 The BASES Professional Standards Administrator will provide secretarial support to the Advisory Group.
- 6.9 Appointed members shall normally hold post for a three-year period.
- 6.10 Members will be eligible to renew their position subject to approval by the Executive Director.

**7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.

**8 Decision Making**

- 8.1 Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

**9 Other**

- 9.1 The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

- 10.1 The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.
- 10.3 It is noted that there is a nominal fee paid for reviewing applications.

## **Terms of Reference**

### **Appendix AG5**

#### **Sport & Exercise Psychology Accreditation Route Advisory Group**

##### **1 Purpose**

- 1.1 To be responsible for all aspects of the Sport and Exercise Psychology Accreditation Route (SEPAR) including quality assurance, marketing, and communications, assessing, alignment to the Health and Care Professions Council (HCPC) Standards of Education and Training, and Standards of Proficiency.

##### **2 Role**

The Sport and Exercise Psychology Accreditation Route Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Review and monitor all aspects associated with quality assurance (e.g. SEPAR documentation, provision of candidate feedback).
- 2.2 Review and monitor discipline needs for ensuring alignment to the HCPC Standards of Education and Training, and Standards of Proficiency.
- 2.3 Systematically determine whether the service meets members and end users needs and expectations.
- 2.4 Maintain and develop the reputation via engagement in marketing and communications for the SEPAR, and the broader role of BASES to wider society.
- 2.5 Support the development of the HCPC annual monitoring documentation.
- 2.6 Note any matters arising from the DBS process should any criminal conviction panels be convened.
- 2.7 Monitor Equal Opportunities data and address arising issues where appropriate.
- 2.8 Receive and respond to learner complaints and academic appeals.

##### **3 Authority**

- 3.1 The Advisory Group Chair will be the designated point of contact for the HCPC.
- 3.2 The Advisory Group shall have the delegated authority to review and update the criteria for SEPAR.

##### **4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Professional Standards Committee on all matters within the Advisory Group's duties and responsibilities.
- 4.2 Details of successful endorsements will be published in The Sport and Exercise Scientist.
- 4.3 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.

##### **5 Frequency of Meetings**

- 5.1 The Advisory Group shall meet at least two times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

## **6 Membership and Voting**

- 6.1** The general Advisory Group members include: two reviewer representatives, two candidate representatives, two supervisor representatives, two end-user representatives.
- 6.2** For the general Advisory Group members, appointments will normally be via an open application process that will be led by the Professional Development and Partnerships Manager. Appointments will be confirmed by the Executive Director.
- 6.3** The Ex-officio members include: Advisory Group Chair, Division of Psychology Chair, Division of Psychology CPD representative, BASES Professional Development and Partnerships Manager, BASES Professional Standards Administrator, two external examiners.
- 6.4** Ex-officio members shall hold a post for the duration of their tenure. All other representatives shall normally hold post for three years and will be eligible to renew their position subject to approval.
- 6.5** In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.6** Only members of the Advisory Group have the right to vote at meetings.

## **7 Quorum**

- 7.1** A quorum is to consist of more than half of the voting members of the Advisory Group.

## **8 Decision Making**

- 8.1** Decisions of the Advisory Group must be decided by at least a majority decision.
- 8.2** Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

## **9 Other**

- 9.1** The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

## **10 Remuneration**

- 10.1** The roles of the Advisory Group Chair and Members are not accompanied by any financial remuneration.
- 10.2** Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.
- 10.3** It is noted that there is a nominal fee paid to SEPAR Reviewers for reviewing candidate applications.

## Terms of Reference

### Appendix AG6

Sport and Exercise Psychology Accreditation Route (SEPAR) Criminal Convictions and Applications Review Panel (CCARP) **new**

#### 1 Purpose

To be responsible for advising the Sport & Exercise Psychology Accreditation Route Advisory Group (SEPAR-AG) and the SEPAR Lead on matters relating to SEPAR candidate pre-application stage checks including, but not limited to identity, DBS alternative checks (where not available for international applicants) and DBS outcomes where a disclosure(s) is shown.

#### 2 Role

The Criminal Convictions and Applications Review Panel (herein after referred to as CCARP) should carry out the duties below as appropriate. The CCARP shall:

- 2.1 Support policy development and the education of those associated with SEPAR regarding SEPAR candidate pre-application stage checks, including identity, DBS alternative checks and DBS outcomes, where a disclosure(s) is shown. Oversee the establishment, maintenance, and review of SEPAR pre-application checks.
- 2.2 Advise on issues at an operational level that impact on the SEPAR performance and the wider reputation of BASES.

#### 3 Authority

- 3.1 The CCARP has the delegated authority to proactively consider and make recommendations to the (SEPAR-AG) and the Integrity Advisory Group (IAG), on policy, education, and reporting requirements in relation to the duties outlined within clause 2.

#### 4 Reporting

- 4.1 The CCARP will feed into both the IAG and the SEPAR-AG, ultimately reporting to the Professional Standards Committee (PSC).
- 4.2 The CCARP outcomes will be included within the SEPAR-AG annual report.

#### 5 Frequency of Meetings

- 5.1 The CCARP will meet as required and on request from SEPAR-AG normally via conference call.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

#### 6 Membership and Voting

- 6.1 The CCARP will normally comprise of the following individuals: IAG Chair; SEPAR-AG Chair; Psychology Division Chair; Executive Director and Independent Non-Executive Director.
- 6.2 The BASES Professional Standards Administrator will provide administrative support.
- 6.3 The Chair will be the Chair of the IAG.
- 6.4 In the absence of the Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.5 Only members of the CCARP have the right to attend and vote at meetings.
- 6.6 Appointed members shall normally hold post for the period of their role.

- 7 Quorum**  
7.1 A quorum is to consist of more than half of the voting members of the CCARP.
- 8 Decision Making**  
8.1 Decisions of the CCARP must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 9 Other**  
9.1 The Executive Director shall review the CCARP performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**  
10.1 The roles of CCARP Chair and Members are not accompanied by any financial remuneration.  
10.2 Travel and meeting expenses for CCARP Advisory Group members are reimbursed according to the policies and procedures of BASES.

## Terms of Reference

### Appendix AG7

#### HE Endorsement Scheme Advisory Group **new**

#### **1 Purpose**

- 1.1 To be responsible for all aspects of the BASES Undergraduate and Postgraduate Endorsement Schemes, including quality assurance, marketing, and communications, and reviewing.

#### **2 Role**

The HE Endorsement Scheme Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Review accreditation and re-accreditation applications and provide feedback against set criteria.
- 2.2 Be responsible for maintaining and developing the reputation and profile of all BASES' HE Endorsement Schemes, both undergraduate and postgraduate.
- 2.3 Periodically determine whether the service meets end users' expectations.
- 2.4 Support the BASES Operational Team with any technical queries regarding the endorsement process, dealing with issues as and when they arise.

#### **3 Authority**

- 3.1 The Advisory Group shall have the delegated authority to review and update the criteria for all HE Endorsement Schemes.

#### **4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Professional Standards Committee on all matters within the Advisory Group's duties and responsibilities.
- 4.2 Details of successful endorsement and re-endorsement will be published in The Sport and Exercise Scientist.
- 4.3 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.

#### **5 Frequency of Meetings**

- 5.1 The Advisory Group shall meet three times a year, normally via conference call, (usually in February, June, and October) and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

#### **6 Membership and Voting**

- 6.1 Recruitment onto the Advisory Group will be through open recruitment.
- 6.2 Appointments will be confirmed by the Executive Director.
- 6.3 The Advisory Group will normally comprise of six members.
- 6.4 The Chair will be appointed from the membership of the Advisory Group.
- 6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.6 Only members of the Advisory Group have the right to vote at meetings.
- 6.7 The BASES Senior Admin Officer will provide administrative support to the Advisory Group.
- 6.8 Appointed members shall normally hold post for a three-year period.
- 6.9 Members will be eligible to renew their position subject to approval by the Executive Director.

- 7 Quorum**  
7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.
- 8 Decision Making**  
8.1 Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 9 Other**  
9.1 The Executive Director shall review the Panel's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**  
10.1 The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.  
10.2 However, a nominal fee is associated with reviewing applications.  
10.3 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG8**  
**Laboratory Accreditation Advisory Group**

**1 Purpose**

- 1.1 To be responsible for all aspects of the BASES Laboratory Accreditation scheme, including quality assurance and reviewing.

**2 Role**

The Laboratory Accreditation Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Review accreditation and re-accreditation applications and provide feedback against set criteria.  
2.2 Be responsible for maintaining and developing the reputation and profile of BASES Lab Accreditation.  
2.3 Periodically determine whether the service meets end users' expectations.  
2.4 Support the BASES Operational Team with any technical queries regarding the accreditation process, dealing with issues as and when they arise.

**3 Authority**

- 3.1 The Advisory Group shall have the delegated authority to review and update the criteria for BASES Lab accreditation.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Professional Standards Committee on all matters within the Advisory Group's duties and responsibilities.  
4.2 Details of successful endorsement and re-endorsement will be published in The Sport and Exercise Scientist.  
4.3 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.

**5 Frequency of Meetings**

- 5.1 The Advisory Group shall normally meet two times a year, normally via conference call, and otherwise as required.  
5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 Recruitment onto the Advisory Group will be through open recruitment.  
6.2 Appointments will be confirmed by the Executive Director.  
6.3 The Advisory Group will normally comprise of seven members.  
6.4 The Chair will be appointed from the membership of the Advisory Group.  
6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.  
6.6 Only members of the Advisory Group have the right to vote at meetings.  
6.7 The BASES Senior Admin Officer will provide administrative support to the Advisory Group.  
6.8 Appointed members shall normally hold post for a four-year period.  
6.9 Members will be eligible to renew their position subject to approval by the Executive Director.

- 7 Quorum**  
7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.
- 8 Decision Making**  
8.1 Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 9 Other**  
9.1 The Executive Director shall review the Panel's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**  
10.1 The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.  
10.2 However, a nominal fee is associated with reviewing applications and for undertaking site visits.  
10.3 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG9**  
**Student Advisory Group**

**1 Purpose**

- 1.1 To support the Board in their responsibilities for the quality of the BASES student experience
- 1.2 To provide a regular opportunity for student members to raise issues of concern or importance as they relate to the BASES experience.

**2 Role**

The Student Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Advise the Executive Director on strategic activity in support of an excellent student membership experience, with emphasis on student opportunities, student engagement and the learning environment BASES provides.
- 2.2 Support the Executive Director in developing action plans to enhance the student BASES experience.
- 2.3 Monitor the churn between student- to full professional membership following graduation and identify solutions to reduce the level.
- 2.4 Receive and monitor student satisfaction surveys (via the main member satisfaction survey) offering ideas on any issues where satisfaction appears to be falling, or otherwise gives cause for concern.
- 2.5 Provide a forum for discussing and monitoring collaborative progress against agreed actions on the key priorities of the student membership.
- 2.6 Commission new work to help address shared priorities through establishing task and finish groups.
- 2.7 Have oversight of the mechanisms and systems which enables student members to provide feedback on all aspects of their BASES experience.
- 2.8 To benchmark the BASES student experience against competitors and best practice within the science sector, sharing what learnings can be brought from the higher rated ones.
- 2.9 To support the local organising committee for the annual Student conference, which is a key point at which students connect with BASES. The Advisory Group may provide an annual update on how well the conference was attended, key points of engagement, etc.

**3 Authority**

- 5.1 The Advisory Group has the delegated authority to recommend actions to enhance the BASES student experience.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Stakeholder Committee on all matters within the Advisory Group's duties and responsibilities.
- 4.2 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.

**5 Frequency of Meetings**

- 5.1 The Advisory Group shall meet at least three times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

## **6 Membership and Voting**

- 6.1** Recruitment onto the Advisory Group will be through open recruitment.
- 6.2** Appointments will be confirmed by the Executive Director.
- 6.3** The Advisory Group will normally comprise of up to 10 members, drawn from all five divisions, including one Undergraduate and one Postgraduate member per division.
- 6.4** The Chair will be appointed from the membership of the Advisory Group.
- 6.5** In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.6** Only members of the Advisory Group have the right to vote at meetings.
- 6.7** The BASES Marketing and Communications Manager will sit on the Advisory Group as an ex-officio member and will provide secretarial support to the Advisory Group.
- 6.8** Appointed members shall normally hold post for a two-year period.
- 6.9** Members will be eligible to renew their position subject to approval by the Executive Director.

## **7 Quorum**

- 7.1** A quorum is to consist of more than half of the voting members of the Committee.

## **8 Decision Making**

- 8.1** Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

## **9 Other**

- 9.1** The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

## **10 Remuneration**

- 10.1** The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.
- 10.2** Travel, meeting and conference-attendance expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.

## **Terms of Reference Appendix AG10**

### **Heads of Department Advisory Group**

#### **1 Purpose**

- 1.1 To be responsible for the technical content and planning of the annual Heads of Department event.

#### **2 Role**

The Heads of Department Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Consider key topics, themes, and speakers.
- 2.2 Confirm the Keynote speakers and Invited Guest Speakers, liaising with them over their involvement in the event delivery.
- 2.3 Attend the annual Heads of Department event and chair any sessions.
- 2.4 Contribute to a debrief of the event, making recommendations for the successful planning of the next annual event.

#### **3 Authority**

- 3.1 The Advisory Group shall have the delegated authority to consider and confirm the invited Guest Speakers for the annual event.

#### **4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Stakeholder Committee on all matters within the Advisory Group's duties and responsibilities.
- 4.2 Details of confirmed speakers and programme overview will be included within The Sport and Exercise Scientist.
- 4.3 Details of the annual Heads of Department event will be included in the Association's Annual Review.

#### **5 Frequency of Meetings**

- 5.1 The Advisory Group shall meet at least two times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail, as required.

#### **6 Membership and Voting**

- 6.1 Recruitment onto the Advisory Group will be through open recruitment.
- 6.2 Appointments will be confirmed by the Executive Director.
- 6.3 The Advisory Group will normally comprise of up to seven members, covering a broad range of expertise and disciplines.
- 6.4 The Chair will be appointed from the membership of the Advisory Group.
- 6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.6 Only members of the Advisory Group have the right to vote on issues.
- 6.7 The BASES Administrator will provide administrative support to the Advisory Group.
- 6.8 Appointed members shall normally hold post for a two-year period.
- 6.9 Members will be eligible to renew their position subject to approval by the Executive Director

#### **7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.

- 8 Decision Making**
- 8.1** Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 9 Other**
- 9.1** The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**
- 10.1** The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.
- 10.2** Travel, meeting and conference-attendance expenses for Advisory Group members are reimbursed according.

**Terms of Reference**  
**Appendix AG11**  
**The Sport and Exercise Scientist Editorial Group**

**1 Purpose**

- 1.1 To shape the coverage and content of each issue of The Sport and Exercise Scientist, and provide guidance on how The Sport and Exercise Scientist can best serve readers' interests and contribute to CPD.

**2 Role**

The Sport and Exercise Scientist (TSES) Editorial Advisory Group (herein after referred to as 'Editorial Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Shape the content of four editions of TSES each year – Spring, Summer, Autumn and Winter.  
2.2 Engage with the Division Chair and Division CPD Rep over proposed articles.  
2.3 Meet BASES members' CPD needs.  
2.4 Build the Association's brand.

**3 Authority**

- 3.1 The Editorial Group is accountable to the BASES Board and shall have the delegated authority to consider and confirm the content for all TSES editions.

**4 Reporting**

- 4.1 The Editor of TSES shall report to the Learning & Development Committee on all matters within the Editorial Group's duties and responsibilities.  
4.2 The Editorial Group shall produce an annual report about its activities, to be included in the Association's Annual Review.

**5 Frequency of Meetings**

- 5.1 The Editorial Group shall generally meet four times a year, normally via conference call, and otherwise as required.  
5.2 An annual face-to-face meeting may take place, if required.  
5.3 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 Recruitment of TSES Editor will be through open recruitment.  
6.2 The Appointments and Remuneration Committee will appoint TSES Editor, who will Chair the Editorial Group.  
6.3 Appointments onto the Editorial Group will be confirmed by TSES Editor.  
6.4 The Editorial Group will normally comprise of approximately 14 individuals with Division-specific expertise and a Book and Resource Review Editor.  
6.5 In the absence of the Editorial Group Chair, the remaining members present shall elect one of themselves to chair the meeting.  
6.6 Only members of the Editorial Group have the right to vote at meetings.  
6.7 The Chair shall record the notes / actions of the meetings, before sharing them with the Editorial Group.  
6.8 Appointed members shall normally hold post for a three-year period.  
6.9 Members will be eligible to renew their position subject to approval by the Executive Director.

- 7 Quorum**  
7.1 A quorum is to consist of more than half of the voting members of the Editorial Group.
- 8 Decision Making**  
8.1 Decisions of the Editorial Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 9 Other**  
9.1 The Executive Director shall review the Editorial Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**  
10.1 TSES Editor is a salaried consultant position.  
10.2 The roles of Editorial Group members are not accompanied by any financial remuneration.  
10.3 Travel and meeting expenses for TSES Editorial Group members are reimbursed according to the policies and procedures of BASES.

## Terms of Reference

### Appendix AG12

#### **BASES Conference Planning Group** (formerly the Scientific Programme Committee)

#### **1 Purpose**

- 1.1 To be responsible for the technical content and planning of the annual BASES Conference.

#### **2 Role**

The BASES Conference Planning Group (herein after referred to as ‘the Planning Group’) should carry out the duties below as appropriate. The Planning Group shall:

- 2.1 Consider key topics, themes, and speakers.
- 2.2 Engage with the BASES Divisions regarding the planning of the Conference and the draft topics and speakers.
- 2.3 Confirm the Keynote speakers and Invited Guest Speakers, liaising with them over their involvement in the Conference delivery.
- 2.4 Review, score and rank all member-invite session applications so that the highest scoring one(s) can be invited to present that year.
- 2.5 Attend the annual Conference and chair the invited Keynote and Parallel invited symposia sessions.
- 2.6 Attend a de-brief session and make recommendations for the successful planning of the next annual Conference.

#### **3 Authority**

- 3.1 The Planning Group shall have the delegated authority to consider and confirm the invited Guest Speakers for the annual Conference.

#### **4 Reporting**

- 4.1 The Planning Group Chair shall report to the Learning & Development Committee on all matters within the Planning Group’s duties and responsibilities.
- 4.2 Details of confirmed speakers and the programme overview will be included within The Sport and Exercise Scientist.
- 4.3 Details of the annual Conference will be included in the Association’s Annual Review.

#### **5 Frequency of Meetings**

- 5.1 The Planning Group shall normally meet a minimum of four times a year, mainly via conference call, but also in person at the annual conference.
- 5.2 Additional deliberations may be conducted via e-mail, as required.

#### **6 Membership and Voting**

- 6.1 Recruitment onto the Planning Group will be through open recruitment.
- 6.2 Appointments will be confirmed by the Executive Director.
- 6.3 The Planning Group will normally comprise of up to seven members, covering a broad range of expertise and disciplines.
- 6.4 The Chair will be appointed from the membership of the Planning Group.
- 6.5 In the absence of the Planning Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.6 Only members of the Planning Group have the right to vote at meetings.
- 6.7 The BASES Executive Director will sit on the Planning Group as an ex-officio member and shall provide operational support.

- 6.8** The Chair / Executive Director shall record the notes / actions of the meetings, before sharing them with the Planning Group.
  - 6.9** Appointed members shall normally hold post for a two-year period.
  - 6.10** Members will be eligible to renew their position subject to approval by the Executive Director.
- 7** **Quorum**
  - 7.1** A quorum is to consist of more than half of the voting members of the Planning Group.
- 8** **Decision Making**
  - 8.1** Decisions of the Planning Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 9** **Other**
  - 9.1** The Executive Director shall review the Planning Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10** **Remuneration**
  - 10.1** The roles of Planning Group Chair and Members are not accompanied by any financial remuneration.
  - 10.2** Travel, meeting and conference-attendance expenses for Planning Group members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG13**  
**CPD Advisory Group**

**1 Purpose**

- 1.1 To promote and facilitate good practice in all aspects of education, training, and professional development for BASES members.
- 1.2 To provide a Spring-Summer and Autumn-Winter workshop and webinar programme.

**2 Role**

The CPD Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Develop and promote a BASES Spring-Summer and Autumn-Winter CPD programme. The overall annual programme should normally comprise two workshops and two webinars per each division.
- 2.2 In developing the programme, the Advisory Group should liaise with Divisions, Special Interest Groups, BASES members and other professional associations. The workshops and webinars need to cater for those on Supervised Experience, accredited individuals and other BASES members who may not be seeking accreditation.
- 2.3 Proactively seek individuals to run workshops and webinars.
- 2.4 Provide advice to individuals volunteering to run workshops and webinars.
- 2.5 Provide feedback on the quality of submitted formal proposals.
  - 2.5.1 whether the topic area is one of interest and it is worth submitting a formal proposal.
  - 2.5.2 whether the programme is likely to be of interest to BASES members.
  - 2.5.3 whether the presenters are professionally qualified to deliver the programme.
  - 2.5.4 whether the programme has adequate interactive content.
  - 2.5.5 whether the proposal form is written in a style appropriate for promotional purposes.
  - 2.5.6 whether the overall CPD programme is balanced and the scheduling of workshops and webinars is appropriate.
- 2.6 Based on the considerations above, make a decision whether the workshop or webinar should be accepted, deferred to the either the next six-month programme or to the following year, or not accepted, providing constructive feedback that can be provided to the applicant.
- 2.7 Ensure proposals adhere to the *Guide to Hosting a Workshop Guidelines* and *Webinar Presenter Guidelines*.

**3 Authority**

- 3.1 The Advisory Group shall have the delegated authority to plan and promote the suite of CPD events for BASES members across the year.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Learning & Development Committee on all matters within the Advisory Group's duties and responsibilities.
- 4.2 Details of confirmed CPD events will be placed on the BASES website, in the monthly member newsletter and will be referenced within the 'Diary Dates' section of the Sport and Exercise Scientist.

- 5 Frequency of Meetings**
- 5.1** The Advisory Group shall meet a minimum of two times a year, normally via conference call,
- 5.2** Additional deliberations may be conducted via e-mail, as required.
- 6 Membership and Voting**
- 6.1** Recruitment as a CPD Division Representative will be through open recruitment.
- 6.2** The CPD Division Representatives are appointed by the Human Resources, Remuneration and Appointments Committee.
- 6.3** The Advisory Group will normally comprise of the five CPD Division Representatives plus the Lead Presenter of the Supervised Experience / SEPAR core modules.
- 6.4** The Chair will be appointed from the membership of the Advisory Group.
- 6.5** In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.6** The BASES Professional Development & Partnerships Manager will sit on the Committee as an ex-officio member.
- 6.7** The BASES Administrator will provide secretarial support to the Advisory Group, recording the notes / actions of the meetings, before sharing them with the Advisory Group.
- 6.8** Only members of the Advisory Group have the right to vote at meetings.
- 6.9** Appointed members shall normally hold post for a two-year period.
- 6.10** Members will be eligible to renew their position subject to approval by the Executive Director.
- 7 Quorum**
- 7.1** A quorum is to consist of more than half of the voting members of the Advisory Group.
- 8 Decision Making**
- 8.1** Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.
- 9 Other**
- 9.1** The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
- 10 Remuneration**
- 10.1** The roles of Advisory Group Members are not accompanied by any financial remuneration.
- 10.2** Travel, meeting and conference-attendance expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG14**  
**Expert Statement Advisory Group**

**1 Purpose**

- 1.1 To be responsible for reviewing all Expert Statements which are submitted to BASES twice a year (normally May and October). [There may be exceptional circumstances when statements are submitted and considered outside of these times.]
- 1.2 To be responsible for reviewing all Position Stands which are submitted to BASES.

**2 Role**

The BASES Expert Statement Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 Consider the merits of all submitted Expert Statements and Position Stands, including
  - 2.1.1 The importance, impact and interest of the topic.
  - 2.1.2 The role of sport and exercise science within this topic.
  - 2.1.3 The expertise of the development team.
  - 2.1.4 Its uniqueness to existing BASES Expert Statements and Position Stands.
- 2.2 Conduct a review of the Expert Statement and Position Stand and offer feedback as to how the statement / stand can be improved.
- 2.3 Review subsequent iterations of the statement / stand.
- 2.4 Maintain a record of all published BASES Expert Statements and Position Stands, once the BASES Operational Team has collated this.
- 2.5 Determine a review date for all published Expert Statements and Position Stands.
- 2.6 Make recommendations to BASES Board on the removal or updating of all published Expert Statements and Position Stands.
- 2.7 Ensure that the review is completed by the original team, or a new team, if relevant.

**3 Authority**

- 3.1 The Board will formally approve all Expert Statements and Position Stands.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Learning & Development Committee on all matters within the Advisory Group's duties and responsibilities.
- 4.2 The Expert Statements will be published in The Sport and Exercise Scientist and included on the BASES website.
- 4.3 Position Stands will be promoted and will be published on the BASES website.
- 4.4 Lead authors will be asked to present their Expert Statement within the BASES Annual Conference.

**5 Frequency of Meetings**

- 5.1 The Advisory Group shall conduct its work remotely, typically twice a year (around submission dates).
- 5.2 Additional deliberations may be conducted via e-mail, as required.

- 6 Membership**
  - 6.1 Recruitment onto the Advisory Group will be through open recruitment.
  - 6.2 Appointments will be confirmed by members of the Board.
  - 6.3 The Advisory Group will normally comprise of up to five members, covering a broad range of expertise and disciplines.
  - 6.4 Appointed members shall normally hold post for a three-year period.
  - 6.5 Members will be eligible to renew their position subject to approval by the Executive Director.
  
- 7 Quorum**
  - 7.1 A quorum is to consist of more than half of the voting members of the Panel.
  
- 8 Decision Making**
  - 8.1 Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote.
  
- 9 Other**
  - 9.1 The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.
  
- 10 Remuneration**
  - 10.1 The roles of Advisory Group Members are not accompanied by any financial remuneration.
  - 10.2 Travel and meeting expenses for Panel members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG15**  
**Awards Advisory Group**

**1 Purpose**

- 1.1 To advise on, or determine, such awards, grants, and honours as are referred, or delegated, to it by the BASES Board.
- 1.2 The value of the awards and grants form part of the budget approved by the Board at the start of each financial year.

**2 Role**

The Awards Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

- 2.1 review and revise terms of reference for BASES fellowships, awards, and grants.
- 2.2 confirm recipients for BASES fellowships.
- 2.3 select recipients for the BASES awards and grants.
- 2.4 draft terms of reference for new BASES awards and grants.

**3 Authority**

- 3.1 The Advisory Group shall have the delegated authority to review and confirm the winners of all BASES Awards and Grants.
- 3.2 The Advisory Group shall revert to the Finance and Risk Committee if they need to exceed the delegated budgetary authority.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Finance and Risk Committee on all matters within the Advisory Group's duties and responsibilities.
- 4.2 Details of successful Awards, Grants and Fellowships will be published in The Sport and Exercise Scientist.
- 4.3 The Advisory Group shall produce an annual report about its activities, to be included in the Association's Annual Review.

**5 Frequency of Meetings**

- 5.1 The Advisory Group shall meet a minimum of twice a year, normally via conference call,
- 5.2 Additional deliberations may be conducted via e-mail, as required.

**6 Membership and Voting**

- 6.1 Recruitment onto the Advisory Group will be through open recruitment.
- 6.2 Appointments will be confirmed by the Executive Director.
- 6.3 The Advisory Group will normally comprise of up to eight members, covering a broad range of expertise and disciplines.
- 6.4 Advisory Group members should be a BASES member and have some experience in marking/judging awards.
- 6.5 The Chair will be appointed from the membership of the Advisory Group.
- 6.6 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.7 Only members of the Advisory Group have the right to vote at meetings.
- 6.8 The BASES Senior Administrator will provide administrative support to the Advisory Group.
- 6.9 Appointed members shall normally hold post for a three-year period.

**6.10** Members will be eligible to renew their position subject to approval by the Executive Director.

**7 Quorum**

**7.1** A quorum is to consist of more than half of the voting members of the Advisory Group.

**8 Decision Making**

**8.1** Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

**9 Other**

**9.1** The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

**10.1** The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.

**10.2** Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

**Terms of Reference**  
**Appendix AG16**  
**Commercial Advisory Group *new***

**1 Purpose**

- 1.1 To enhance the promotion of BASES through obtaining corporate sponsorships and commercial opportunities.
- 1.2 To attract new commercial opportunities and sustain support from existing commercial opportunities.
- 1.3 To promote all commercial opportunities to the BASES membership.

**2 Role**

The Commercial Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall support the BASES Operational Team to:

- 2.1 Provide Relationship Management with current commercial opportunities:
  - 2.1.1 Facilitate involvement of Sponsors within key programmes and events.
  - 2.1.2 Send regular emails to Sponsors communicating upcoming key events and programmes.
  - 2.1.3 Host periodic webinar to keep Sponsors in touch with BASES.
  - 2.1.4 Oversee the sponsor renewal process.
- 2.2 Lead the development of new commercial opportunities:
  - 2.2.1 Handle enquiries from prospective companies.
  - 2.2.2 Undertake due diligence to ensure the ethical and legal standing of potential sponsors.
  - 2.2.3 Launch periodic initiatives to recruit new sponsors.
  - 2.2.4 Monitor and track prospect list.

**3 Authority**

- 3.1 The Advisory Group have the delegated authority to establish a commercial programme for BASES; defining the levels of sponsorship associated with the amount of donations; and developing, approaching, and getting both sustaining sponsors and key commercial partners for BASES.

**4 Reporting**

- 4.1 The Advisory Group Chair shall report to the Finance and Audit Committee on all matters within the Advisory Group's duties and responsibilities.
- 4.2 The Advisory Group shall also produce an annual report about its activities, to be included in the Association's Annual Review.

**5 Frequency of Meetings**

- 5.1 The Group shall meet at least three times a year, normally via conference call, and otherwise as required.
- 5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

**6 Membership and Voting**

- 6.1 Recruitment onto the Advisory Group will be through open recruitment.
- 6.2 Appointments will be confirmed by the Executive Director.
- 6.3 The Committee will normally comprise of up to eight members.
- 6.4 The Chair will be appointed from the membership of the Advisory Group.

- 6.5 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 6.6 Only members of the Advisory Group have the right to vote at meetings.
- 6.7 The BASES Marketing and Communications Manager will sit on the Advisory Group as an ex-officio member and will provide secretarial support to the Advisory Group.
- 6.8 Appointed members shall normally hold post for a three-year period.
- 6.9 Members will be eligible to renew their position subject to approval by the Executive Director.

**7 Quorum**

- 7.1 A quorum is to consist of more than half of the voting members of the Advisory Group.

**8 Decision Making**

- 8.1 Decisions of the Advisory Group must be decided by at least a majority decision. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

**9 Other**

- 9.1 The Executive Director shall review the Advisory Group's performance, constitution, and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

**10 Remuneration**

- 10.1 The roles of Advisory Group Chair and Members are not accompanied by any financial remuneration.
- 10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of BASES.