

Terms of Reference
Appendix AG15
BASES Conference Planning Group

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 Chief Executive Officer.
- 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 Chief Executive Officer will sit on the Planning Group as an ex-officio member and shall provide operational support.

- 6.8 The Chair / Chief Executive Officer 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 Chief Executive Officer.

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 Chief Executive Officer 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.

