

## Terms of Reference for the BASES Committees

<b>Committee Name:</b>	<b>The Board</b>
<b>Chair:</b>	Chair of BASES
<b>Purpose:</b>	To develop the strategic direction and oversee the management of BASES.
<b>Meetings:</b>	Normally not less than five times per year. Additional deliberations are conducted via e-mail between meetings, as required. Attendance at Board meetings is expected wherever possible. If unable to attend, the Office Manager should be notified before the meeting as well as provided with input into any Board decisions to be taken at the meeting. A Board meeting is normally held the day before the Annual Conference (Nov/Dec) and during Day 1 of the Student Conference (Mar/Apr). It is anticipated that the Board Directors will attend the Annual Conference. Costs are covered by the student conference organisers for the following to attend the 2 days of the student conference: BASES Chair, Chairs of the five Divisions, Executive Director and Chair-Elect.
<b>Membership:</b>	BASES Chair, Deputy Chair, Chairs of the five Divisions (Biomechanics and Motor Behaviour; Physical Activity for Health; Physiology and Nutrition; Psychology; Sport and Performance), Executive Director and Chair-Elect (in the year preceding office) and normally two Non-Executive Directors. The Board can co-opt additional members. The members of the Board (excluding co-opted members) will be appointed Directors. The Board is supported by the Office Managers who are responsible for recording the minutes of Board meetings. The Marketing and Communications Officer and Education Officer are invited to attend occasionally to address issues specific to their role and responsibilities.
<b>Term of Office:</b>	The Chair-Elect will be elected for 1 year under the outgoing Chair then take up the post of Chair for the following 3 years. The Chair is eligible to stand for re-election. The Elected Officers shall normally hold post for a 2-year period until the conclusion of the AGM 2 years after election and will be eligible for re-election only once. Non-Executive Directors will normally be appointed for a 2-year period and can be re-appointed only once.  If, in the event of no other suitable applications being received, a Board member may be invited to stand for a third term.
<b>Specific Areas of Responsibility:</b>	The Board is responsible to the members for the effective operation of the Association. This involves: strategic and financial management, decision-making, policy and procedure setting.  The primary functions of the Board are to: <ul style="list-style-type: none"> <li>▪ Establish the Association’s strategic direction and aims, in conjunction with the five Divisions.</li> <li>▪ Ensure accountability to the members for the Association’s performance.</li> <li>▪ Assure that the Association is managed with probity and integrity.</li> </ul>

<b>Financial Policies:</b>	<ul style="list-style-type: none"> <li>▪ Service on the Board is non-remunerative.</li> <li>▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.</li> <li>▪ Delegate and accommodation fees for the BASES Annual Conference are covered.</li> <li>▪ Delegate and accommodation fees for the BASES Student Conference are covered</li> </ul>
<b>Key Documents:</b>	<ul style="list-style-type: none"> <li>▪ BASES Strategic Plan 2015-2020.</li> <li>▪ Memorandum and Articles of Association.</li> <li>▪ Rules of the Association.</li> </ul> <p>Available: <a href="http://www.bases.org.uk/Publications-Documents-and-Policies">www.bases.org.uk/Publications-Documents-and-Policies</a></p>
<b>Roles of the BASES Chair:</b>	<p>The main responsibilities are to:</p> <ul style="list-style-type: none"> <li>▪ Provide direction, support and coordination to the Board.</li> <li>▪ Attend and Chair Board meetings.</li> <li>▪ Attend Annual and Student Conferences</li> <li>▪ Support effective strategy implementation.</li> <li>▪ Work closely with the BASES Executive Director.</li> </ul>
<b>Role of the Chair-Elect</b>	<ul style="list-style-type: none"> <li>▪ Shadow the BASES Chair in the preceding year.</li> <li>▪ Attend Board meetings.</li> <li>▪ Work closely with the BASES Chair and BASES Executive Director to ensure a smooth transition.</li> </ul>
<b>Role of the Deputy Chair</b>	<p>To apply for the Deputy Chair position, Board members must put 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. Once appointed, the Deputy Chair will remain in post until 1) their Division Chair tenure ends and they step down from the Board or 2) they are elected to the role of Chair.</p> <p>The main responsibilities are to:</p> <ul style="list-style-type: none"> <li>▪ Deputise as Chair of Board meetings in the absence of the Chair</li> <li>▪ Work closely with the BASES Executive Director</li> <li>▪ Support the Chair in providing direction, support and coordination to the Board</li> </ul>
<b>Roles of the Executive Director:</b>	<p>The main responsibilities are to:</p> <ul style="list-style-type: none"> <li>▪ Develop and deliver on the BASES strategic plan in the most effective and efficient manner.</li> <li>▪ Work closely with and support the BASES Chair.</li> <li>▪ Ensure the day-to-day management of BASES under delegated authority from the Board.</li> </ul>

<p><b>Roles of Division Chairs:</b></p>	<p>To provide leadership to the Division Committee. Division Chairs are responsible for their Division’s overall direction, co-ordination, implementation and execution, control and completion of specific projects, ensuring alignment with the BASES Strategic Plan.</p> <p>The main job tasks and responsibilities are to:</p> <ul style="list-style-type: none"> <li>▪ Develop and maintain a Division strategy providing direction, support and coordination to the Division</li> <li>▪ Organise and chair a minimum of one Division Committee meeting each year</li> <li>▪ Provide a Division ‘network’ for members to engage with like-minded sport and exercise scientists</li> <li>▪ Support effective strategy implementation</li> <li>▪ Lead the planning and implementation of Division projects</li> <li>▪ Monitor and report on progress of Division projects to the Board</li> <li>▪ Liaise with the Scientific Programme Committee to support the development of the Conference programme</li> <li>▪ Organise the review of Division-specific abstracts for the Annual Conference.</li> <li>▪ Organise a minimum of one Division day each year.</li> <li>▪ Represent the Division on the BASES Board.</li> </ul>
<p><b>Role of Non-Executive Directors (NEDs):</b></p>	<p>To provide a creative contribution to the Board by providing objective, critical appraisal and an independent view that is removed from day-to-day management of BASES. NEDs have a responsibility to ensure that appropriate corporate governance is observed. They will be expected to: provide advice and direction in the development, implementation and evaluation of the Strategic Plan; monitor BASES’s legal and ethical performance; and monitor the veracity and adequacy of the financial and other information provided to members and other stakeholders.</p>

<b>Committee Name:</b>	<b>Appointments and Remuneration Committee</b>
<b>Chair:</b>	BASES Chair
<b>Purpose:</b>	Responsible for recommending to the Board: <ol style="list-style-type: none"> <li>1. Appointments to the BASES Divisions</li> <li>2. Remuneration of BASES paid staff</li> <li>3. Financial policies (e.g., determining eligibility for travel and meeting expenses).</li> </ol>
<b>Meetings:</b>	Business is normally conducted via email.
<b>Lines of Accountability and Communication:</b>	The Committee will report non-confidential matters to the Board.
<b>Membership:</b>	BASES Chair, one BASES Non-Executive Director and three BASES Fellows. The committee will co-opt the relevant Division Chair to advise on appointments to his/her BASES Division.
<b>Quorum</b>	A quorum of members is necessary before the Committee can undertake any of its duties. The quorum necessary is three members of the Committee.
<b>Appointment Process:</b>	The three BASES Fellows are elected by a majority vote. Any Professional Member is eligible to vote.
<b>Term of Office:</b>	All elected representatives shall normally hold post for a three year period and will be eligible for re-election.
<b>Financial Policies:</b>	Travel and meeting expenses are reimbursed according to the policies and procedures of BASES.

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

<b>Committee Name:</b>	<b>BASES CPD Committee</b>
<b>Chair:</b>	BASES Education Officer
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To promote and facilitate good practice in all aspects of education, training and professional development for BASES members.</li> <li>▪ To provide a Spring-Summer and Autumn-Winter workshop and webinar programme.</li> </ul>
<b>Meetings:</b>	Usually twice a year in person. Additional deliberations may be conducted via e-mail between meetings, as required.
<b>Lines of Accountability and Communication:</b>	<ul style="list-style-type: none"> <li>▪ The CPD Committee is accountable to the BASES Board.</li> <li>▪ Upon approval of the minutes of the CPD Committee meetings, the Chair circulates a copy to the members of the CPD Committee.</li> <li>▪ Any issues will be communicated to the BASES Board via the Chair.</li> </ul>
<b>Membership:</b>	The CPD representatives of all divisions, BASES Education Officer.
<b>Appointment Process:</b>	The CPD representatives of divisions are appointed by the BASES Appointments and Remuneration Committee.
<b>Term of Office:</b>	All representatives shall normally hold post for a minimum two year period.
<b>Communication with the BASES Board through:</b>	Education Officer
<b>Specific Areas of Responsibility:</b>	<ul style="list-style-type: none"> <li>▪ Develop and promote a BASES Spring-Summer and Autumn-Winter CPD programme. The overall annual programme should normally comprise two workshops and two webinars in each area. In developing the programme, the Committee should liaise with Divisions, 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.</li> <li>▪ Proactively seek individuals to run workshops and webinars.</li> <li>▪ Provide advice to individuals volunteering to run workshops and webinars (i.e., is the workshop topic area one of interest and is it worth submitting a formal proposal?).</li> <li>▪ There may be overlap between topic areas across some divisions so the CPD committee members need to communicate with each other as appropriate to avoid duplication etc.</li> <li>▪ Ensure proposals adhere to the Guide to Hosting a Workshop Guidelines and Webinar Presenter Guidelines</li> </ul>

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

<b>Committee Name:</b>	<b>The Sport and Exercise Scientist Editorial Advisory Board</b>
<b>Chair:</b>	Editor
<b>Responsible To:</b>	The Board
<b>Purpose:</b>	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.
<b>Meetings:</b>	Usually four times per year via conference calls. An annual face-to-face meeting may be required. Additional deliberations may be conducted via e-mail between meetings, as required.
<b>Lines of Accountability and Communication:</b>	<ul style="list-style-type: none"> <li>▪ The Sport and Exercise Scientist Editorial Advisory Board is accountable to the Board.</li> <li>▪ The Chair submits a report for inclusion in the BASES Annual Report.</li> </ul>
<b>Membership:</b>	Approximately 10 individuals with Division-specific expertise and a Book and App Review Editor.
<b>Appointment Process:</b>	Members are appointed by the Editor.
<b>Term of Office:</b>	Normally 2-3 years.
<b>Communication with the Board Through:</b>	The Editor.
<b>Specific Areas of Responsibility:</b>	<ul style="list-style-type: none"> <li>▪ Meet members' CPD needs.</li> <li>▪ Building the Association's brand.</li> </ul>
<b>Financial Policies:</b>	<ul style="list-style-type: none"> <li>▪ The Editor is a paid position.</li> <li>▪ Service of the other members on the Committee is non-remunerative.</li> <li>▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.</li> </ul>



<b>Committee Name:</b>	<b>The BASES Divisions (Physical Activity for Health, Psychology, Motor Behaviour and Biomechanics, Sport and Performance and Physiology and Nutrition).</b>
<b>Chair:</b>	Elected by members.
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To provide a forum for exercise scientists whose work involves them in physical activity, exercise and health settings. It is devoted to furthering the development of exercise science, both as a body of knowledge and skills and as a profession.</li> <li>▪ To contribute to the management of BASES by implementing the strategy developed by the Board.</li> </ul>
<b>Meetings:</b>	Each Division usually meets four times per year (in person or via conference call). Additional deliberations may be conducted via e-mail between meetings, as required.
<b>Lines of Accountability and Communication:</b>	<ul style="list-style-type: none"> <li>▪ All Divisions are accountable to the Board.</li> <li>▪ Upon approval of the minutes of a Division meeting, the Chair circulates a copy to the members of the Division and the Board.</li> <li>▪ The Chair of each Division submits an update for inclusion in the BASES Annual Report.</li> </ul>
<b>Membership:</b>	Each Division has the following Elected Officers: Chair, Deputy Chair, CPD Representative and Membership Representative.  Additional members can be co-opted at the discretion of the Executive Director
<b>Appointment Process:</b>	Members are elected by a majority vote prior to the AGM. Any Professional member is eligible to vote but Student/Graduate members may vote for Student positions.
<b>Term of Office:</b>	All elected representatives shall normally hold post for a two year period until the conclusion of the AGM two years after election and will be eligible for re-election.
<b>Communication with Board Through:</b>	The Chair of the Division.
<b>Specific Areas of Responsibility:</b>	<ul style="list-style-type: none"> <li>▪ Implementing, and contributing towards, the BASES strategic plan.</li> </ul>
<b>Role of Division Elected Officers:</b>	<ul style="list-style-type: none"> <li>▪ <b>Chair.</b> To provide leadership to the rest of the Division and be a member of the BASES Board.</li> <li>▪ The other three members will set their objectives with the Division Chair in line with the BASES strategic plan. One member will be responsible for workshops and will liaise with the Education Officer on behalf of the Division.</li> <li>▪ Membership Rep/Student Rep to provide division webpage content for their Division for the members area.</li> </ul>
<b>Financial Policies:</b>	<ul style="list-style-type: none"> <li>▪ Service on the Committee is non-remunerative.</li> <li>▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.</li> <li>▪ Delegate and accommodation fees are covered for the Chair of the Division for the BASES Annual and Student Conferences.</li> </ul>

<b>Committee Name:</b>	<b>The Awards Committee</b>
<b>Chair:</b>	Appointed Representative
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To be responsible for all BASES Awards and Grants</li> </ul>
<b>Meetings:</b>	Minimum two times per year in person or by conference call. Additional deliberations may be conducted via e-mail/online meetings, as required.
<b>Lines of Accountability and Communication:</b>	<ul style="list-style-type: none"> <li>▪ The Awards Committee is accountable to the BASES Board.</li> <li>▪ Upon approval of the minutes of the Awards Committee meetings, the Chair circulates a copy to the members of the Awards Committee and the BASES Board.</li> <li>▪ The Executive Director submits a report for inclusion in the BASES Annual Report.</li> </ul>
<b>Membership:</b>	The Appointed Representative is around 5 Awards committee members covering a broad range of expertise and disciplines. Committee members would be expected to be a BASES member and have some past experience in marking/judging awards. The Appointed Representative is responsible for recording the minutes of meetings.
<b>Appointment Process:</b>	Members are appointed by the Board and applicants will be invited by an open process.
<b>Term of Office:</b>	All elected representatives shall normally hold post for a two/three year period and will be eligible to renew their position subject to Board approval.
<b>Communication with the BASES Board Through:</b>	Executive Director
<b>Specific Areas of Responsibility:</b>	<ul style="list-style-type: none"> <li>▪ Review applications for all grants and awards.</li> </ul>
<b>Financial Policies:</b>	<ul style="list-style-type: none"> <li>▪ Service on the Committee is non-remunerative.</li> <li>▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.</li> </ul>

<b>Committee Name:</b>	<b>The Accreditation Committee</b> Supported by the SE reviewers
<b>Chair:</b>	Education Officer
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To be responsible for all aspects of the Accreditation and SE scheme including quality assurance, marketing and communications and reviewing</li> </ul>
<b>Meetings:</b>	Minimum two times per year in person. Additional deliberations may be conducted via e-mail/online meetings, as required.
<b>Lines of Accountability and Communication:</b>	<ul style="list-style-type: none"> <li>▪ The Accreditation Committee is accountable to the BASES Board.</li> <li>▪ Upon approval of the actions of the Accreditation Committee meetings, the Chair circulates a copy to the members of the Accreditation Committee</li> <li>▪ The Education Officer submits a report for inclusion in the BASES Annual Report.</li> <li>▪ Any issues will be communicated to the BASES Board via the Chair</li> </ul>
<b>Membership:</b>	The Education Officer (Chair) and normally up to 8 Accreditation committee members covering a broad range of expertise and disciplines. Committee members would normally be expected to be a BASES accredited sport and exercise scientist and have an understanding of the BASES accreditation and supervised experience processes. The Education Officer is responsible for recording the actions of the meetings. (Quoracy = half of current members)
<b>Appointment Process:</b>	Members are normally appointed by the Education Officer and Executive Officer and applicants will be invited by an open process.
<b>Term of Office:</b>	All elected representatives shall normally hold post for a two/three year period and will be eligible to renew their position subject to Education Officer and Executive Officer approval.
<b>Communication with the BASES Board Through:</b>	Education Officer
<b>Specific Areas of Responsibility:</b>	<ul style="list-style-type: none"> <li>▪ Review re-/accreditation applications and provide feedback against set criteria.</li> <li>▪ Accreditation reviewing takes place twice per year, usually in January and July.</li> <li>▪ Attend the BASES Accreditation Committee meetings, twice per year, usually in February/March and August/September.</li> <li>▪ Systematically determining whether the service meets members and end users expectations</li> <li>▪ Responsible for maintaining and developing the reputation and profile of SE and Accreditation</li> </ul>
<b>Financial Policies:</b>	<ul style="list-style-type: none"> <li>▪ A fee is associated with reviewing applications.</li> <li>▪ Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.</li> </ul>