

Terms of Reference

Appendix AG10

HE Endorsement Scheme Advisory Group

1 Purpose

- 1.1 To be responsible for all aspects of the BASES Undergraduate and Postgraduate Endorsement Schemes, including quality assurance and reviewing.
- 1.2 To support the promotion of the schemes through marketing and communication to the membership.

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 Ensure robust review and that members of the Advisory Group are aligned with similar standards of accreditation through engagement in calibration.
- 2.3 Be responsible for supporting and promoting the profile of all BASES' HE Endorsement Schemes, including the development and delivery of CPD for prospective applicants.
- 2.4 Periodically determine whether the service meets end users' expectations by reviewing the endorsement requirements.
- 2.5 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 make decisions on the applications for all HE Endorsement Schemes.
- 3.2 Recommendations on updates to the criteria for all HE Endorsement Schemes will be made to the Professional Standards Committee who will then table this with the Board for its consideration and decision.

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 with two being via conference call and one meeting in person. These would focus on the ongoing governance and business of the Group.

- 5.2 The Advisory Group will undertake a review process and meet to confirm decisions on applications on two (January, June/July) occasions a year. The number of review processes per year will be reviewed based on the introduction of additional Endorsement Schemes. It may require an additional process to take place (Sept/Oct).
- 5.3 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 Chief Executive Officer.
- 6.3 The Advisory Group will normally comprise of twelve 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 Professional Standards Officer will provide administrative support to the Advisory Group.
- 6.8 Appointed members shall normally hold post for a minimum of three-year period.
- 6.9 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 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 Chief Executive Officer 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.