

BASES Equality, Diversity and Inclusion Committee

Responsible to: The Board

Main purpose of job: To be responsible for the development and implementation of Equality, Diversity and Inclusion strategy, ensuring that there is an integrated, proactive approach to equality, diversity and inclusion that is informed by sector best practice.

Key tasks:

1. To support BASES to increase diversity and inclusion in the sport and exercise sciences.
2. To develop a Diversity and Inclusion Progression Framework and monitor progress against equality objectives, action plans and any associated targets.
3. To provide BASES Operations staff and members with increased knowledge and confidence around diversity and inclusion.
4. To promote examples of diversity and inclusion across BASES from prioritisation through to dissemination and putting research in to practice.
5. To provide resources and guidance that are current and practical.
6. To ensure that communication about equality and diversity is effective, appropriate and raises awareness about BASES' progress.
7. To use networks to facilitate best practice between communities and the wider membership.
8. To work with the Executive Director to ensure that appropriate equality and diversity training is provided.
9. To ensure EDI Committee members review and influence the work programme.

This Job Description sets out the main aspects of the job, but it should not be taken as a complete description of the role in its entirety.

Person specification:

Key skills, qualities, experience and attributes:

1. Professional member of BASES
2. Substantial experience of equality & diversity issues
3. Experience of developing and implementing diversity policies
4. Experience of developing and implementing practical initiatives towards promoting equality and diversity in organisations
5. Awareness of key diversity issues affecting sport and exercise practitioners
6. A passion for the long-term success BASES.
7. Good leadership skills and experience in engaging individuals for a common purpose.
8. Strong empathetic, motivational and interpersonal skills, with the ability to build and develop relationships, bringing people together.
9. Lives and upholds the highest standards of professionalism and ethics, always leading by example

10. Able to create collegiate, collaborative, honest and open environment
11. Good organisational and communication skills.
12. Approachable, diplomatic and helpful.

Committee Composition:

1. The recruitment onto the EDI Committee will be through open recruitment.
2. Appointments will be made by the Appointments and Remuneration Committee.
3. The Committee will comprise of up to eight members who will reflect a broad cross-section of experience, knowledge and interests, preferably drawn from all divisions, will be appointed.
4. A quorum will be half the regular membership plus one.
5. The Executive Director will sit on the EDI Committee as an ex-officio member.
6. The Board Diversity Champion may attend committee meetings.
7. A member of the BASES Operational Team will provide secretarial support.

EDI Committee Chair:

1. The Chair will be appointed from the membership of the EDI Committee.

Term of Office:

1. Members of the EDI Committee shall normally hold post for a three-year period. They will be eligible to renew their position subject to Board approval

Time commitment:

1. Attendance at quarterly committee meetings
2. Available to support any queries in between formal meetings, via email or conference call.
3. It is recognised that the individual and collective time commitment will be more in the opening period of the Committee being formed.

Remuneration:

1. The roles of EDI Committee Member and Chair are not accompanied by any financial remuneration.
2. Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of BASES.

Ian Wilson
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