



## **BASES Division Chair: Sport and Performance Division.**

(appointed by Human Resources, Appointments and Remuneration Committee)

**Role:** BASES Division Chair (and Director on the BASES Board)

**Responsible to:** The Board

**Main purpose of job:** As a Director of the Association, to be responsible for the management of the Association's business in line with its Strategy, Articles of Association, and legal requirements.

As a Division Chair, to provide leadership to the Division Committee through overall direction, co-ordination, implementation, execution, control and completion of specific projects, ensuring alignment with the BASES Strategic Plan.

### **Key tasks:**

1. To be an appointed Director of the Association, executing the powers of directors, as per the Articles of Association.
2. As a Director, contribute to the work of a number of Standing Committees.
3. To represent the Division on the BASES Board.
4. To provide leadership, direction, support and coordination to the Division Committee.
5. To develop and maintain a Division strategy, providing direction, support and coordination to the Division.
6. To organise and chair a minimum of four Division Committee meetings each year.
7. To support effective strategy implementation.
8. To appoint individuals from within the Committee to lead the planning and implementation of Division projects.
9. To monitor and report on progress of Division projects to the Board.
10. To liaise with the Conference Planning Group to support the development of the BASES Conference programme.
11. To organise the review of Division-specific abstracts for the Annual Conference.
12. To support the Division Membership Representative to provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
13. To support the Division CPD Representative to organise a minimum of one Division Day each year.
14. To embed equity, diversity, and inclusion within the context of the Division and the wider Association.

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. An understanding of the technical division requirements.
3. A passion for the long-term success of BASES.
4. Strong leadership skills and experience in leading a group of like-minded individuals for a common purpose.
5. Strong empathetic, motivational and interpersonal skills, with the ability to build and develop relationships, bringing people together.
6. Lives and upholds the highest standards of professionalism and ethics, leads by example, always seeking to find ways to champion the pursuit of excellence in others.
7. Able to create collegiate, collaborative, honest and open environment, actively listening to the views and opinions of others, to generate trust and to forge consensus.
8. Experience in strategic planning and implementation.
9. Experience in people management.
10. Good organisational and communication skills.
11. Approachable, diplomatic and helpful.

**Term of Office**

1. The Division Chair is appointed by the Human Resources, Appointments and Remuneration Committee and shall normally hold post for a three-year period.
2. They will be eligible to renew their position subject to Board approval.

**Time commitment:**

1. Attendance at BASES Board meetings (normally five per year, typically taking place in April, July, September, November and February.). The Board Pack is issued one week before the meeting, and meetings typically last 3.5 hours.
2. Attendance at monthly Board catch-up calls outside of the months when formal meetings take place (one hour per call).
3. An active member of any of the Standing Committees, contributing to the work of that Committee.
4. Attendance at annual Division committee meetings (normally at least four per year).
5. Attendance at annual Division Days (typically a full day).
6. Attendance at annual Conference and annual Student Conference, both of which currently are typically two-days long, taking place in November and in April.
7. Available to promptly support any queries in between formal meetings, via email or conference call.

**Remuneration:**

1. The roles of Division Chair and Director are not accompanied by any financial remuneration.
2. Travel and meeting expenses are reimbursed according to the policies and procedures of BASES.