CASES Governance: Structure and Terms of Reference

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Overview:
Preparing for the 2025-2028 Strategy and being granted the Charter of Incorporation afforded a good time to review and clarify the roles and authority of the governance structure. This document highlights the corporate responsibilities of the members of the Committees and of the Board. In reviewing our governance structure, the Board is mindful of those matters which are reserved functions, and which are delegated functions.

The following structure will, from a governance perspective, provide oversight for the Board and will aid reporting. It will also confirm the current structure and will allow an opportunity for new members to become involved and for new work to be tackled. Finally, it will help the Operations Team link to the expertise in the Committees and Advisory Groups, as a resource and sounding board.

This document provides an overview of the Board, Standing Committees and Advisory Groups, to help understand what each group does and how that relates back to the Board and/or the Operational Team. There then follows individual terms of reference for each group. A visual of the new governance structure can be found here. Please note, the visual shows the formal hierarchical governance and reporting lines only. The reality of operational working is very different and much more complex. There are numerous links between each of the Committees and Advisory Groups; members and volunteers sit on more than one Group, and there is reporting between the various Groups and the Operational Team to ensure, as best we can, that we work in an informed, effective and co-ordinated way.

1 Board

The Board of Directors represents the membership of the Association. The Board sets in place policies, procedures, values, and long-term planning to meet the mission of the Association. The Board does this through a governance structure. The structure a Board decides to implement will dictate not only the policies of the Association but also such things as the relationship between staff and the board, and the role and use of Committees.

The Board can delegate actions / tasks but not accountability; in general terms, the Board can delegate administrative functions and implementation of any decision but **not** their power of decision making. If terms of reference allow the Board to delegate a decision to a Committee, the Board still remains ultimately responsible.
For clarity, the following are reserved matters for the Board, matters that only the Board / Directors can sign off or decide:

- Effective governance
- Financial matters
- Corporate matters

- Annual Report and Accounts
- Staffing, HR and Structure
- Budgets, contracts and business development
- Internal controls
- Litigation

While it is the Board's responsibility to determine the governance structure, activities of the Association are carried out by Board members, staff, Committees and Advisory Groups. The Board will reserve some items for Board decision only; other matters may be delegated to a Committee.

By-laws Schedule 4 (xiii): The Board shall have power to appoint from time to time such Standing Committees as it may deem desirable composed of Directors and non-Directors, as appropriate, and may delegate its powers to such committees or such other persons as it may determine but it shall not purport to delegate any of its liability for the results of such delegation. The Board shall make Regulations as to the procedures and conducts of committees appointed under this By-law.

By-laws Schedule 4 (xiv): The Board may appoint Advisory Groups to consider and advise the Board on such matters as the Directors may decide. The constitution, membership and arrangements for the operation of such Groups shall be decided by the Directors and published in the Regulations.

Terms of Reference	Board
Appendix 1	CASES Board

2 Standing Committees

Standing Committees have specific areas of focus / concern that they monitor, report on, and provide advice about to the board on an ongoing basis. The specifics about the Committees, including frequency and timing of meetings, are included in the actual Terms of Reference.

Terms of Reference	Standing committee
Appendix SC1	Division Committee - Biomechanics and Motor Behaviour
Appendix SC2	Division Committee - Physical Activity for Health
Appendix SC3	Division Committee - Physiology and Nutrition
Appendix SC4	Division Committee - Psychology
Appendix SC5	Division Committee - Sport and Performance
Appendix SC12	Division Committee - Teaching and Learning Enhancement
Appendix SC6	Human Resources, Remuneration and Appointments Committee
Appendix SC7	Finance and Risk Committee
Appendix SC8	Governance Committee
Appendix SC9	Learning and Development Committee
Appendix SC10	Professional Standards Committee
Appendix SC11	Stakeholder Committee

3 Advisory Groups

Advisory Groups are put in place to deal with specific, time-limited issues. They are established to bring together experts who can provide particular advice on specific matters of interest to the Chief Executive Officer or Board. When the purpose or goal of the Advisory Group has been accomplished, the Advisory Group will disband.

Terms of Reference	Advisory Group	Feeds into
Appendix AP1	Policy and Advocacy Advisory Group	The Board
Appendix AP2	Climate and Sustainability Advisory Group	The Board
Appendix AP3	Outreach Panel	The Board
Appendix AP4	Clinical Exercise Physiology UK (CEP-UK)	The Board
Appendix AG20	Artificial Intelligence (AI) Advisory Group	The Board
Appendix AG5	Equity, Diversity & Inclusion Advisory Group	Governance Committee
Appendix AG6	Integrity Advisory Group	Professional Standards Committee
Appendix AG7	Accreditation Advisory Group	Professional Standards Committee
Appendix 21	High Performance Sport Accreditation Advisory Group	Professional Standards Committee
Appendix AG8	Sport & Exercise Psychology Accreditation Route Advisory Group	Professional Standards Committee
Appendix AG9	SEPAR Criminal Convictions and Applications Advisory Panel	Professional Standards Committee
Appendix AG10	HE Endorsement Scheme Advisory Group	Professional Standards Committee
Appendix AG11	Laboratory Accreditation Advisory Group	Professional Standards Committee
Appendix AG12	Student Advisory Group	Stakeholder Committee
Appendix AG13	Heads of Department Advisory Group	Stakeholder Committee
Appendix AG19	Membership Reps Advisory Group	Stakeholder Committee
Appendix AG14	The Sport and Exercise Scientist Editorial Group	Learning and Development Committee
Appendix AG15	CASES Conference Scientific Planning Group	Learning and Development Committee
Appendix AG16	CPD Advisory Group	Learning and Development Committee
Appendix AG17	CASES Expert Statement Advisory Group	Learning and Development Committee
Appendix AG18	Awards Advisory Group	Finance and Risk Committee

The appointment of the above roles will be via a formal, open and transparent recruitment process, with the aim of attracting the widest range of the most suitable talent. At CASES, we are committed to Fairness, Professionalism, Honesty, Responsibility and Excellence. We strive to improve our ways of working to be more inclusive and diverse, to accelerate our impact on society and live up to our Values. We acknowledge that we lack representation from various underrepresented groups and therefore strongly encourage applications that will amplify the voices of people with a disability, those from culturally and ethnically diverse backgrounds, those of different religions and beliefs, women in STEMM, members of the LGBTQIA+ community, and other underrepresented groups. Please notify the Chief

Executive Officer (iwilson@cases.org.uk) if you require reasonable adjustments during the application process.

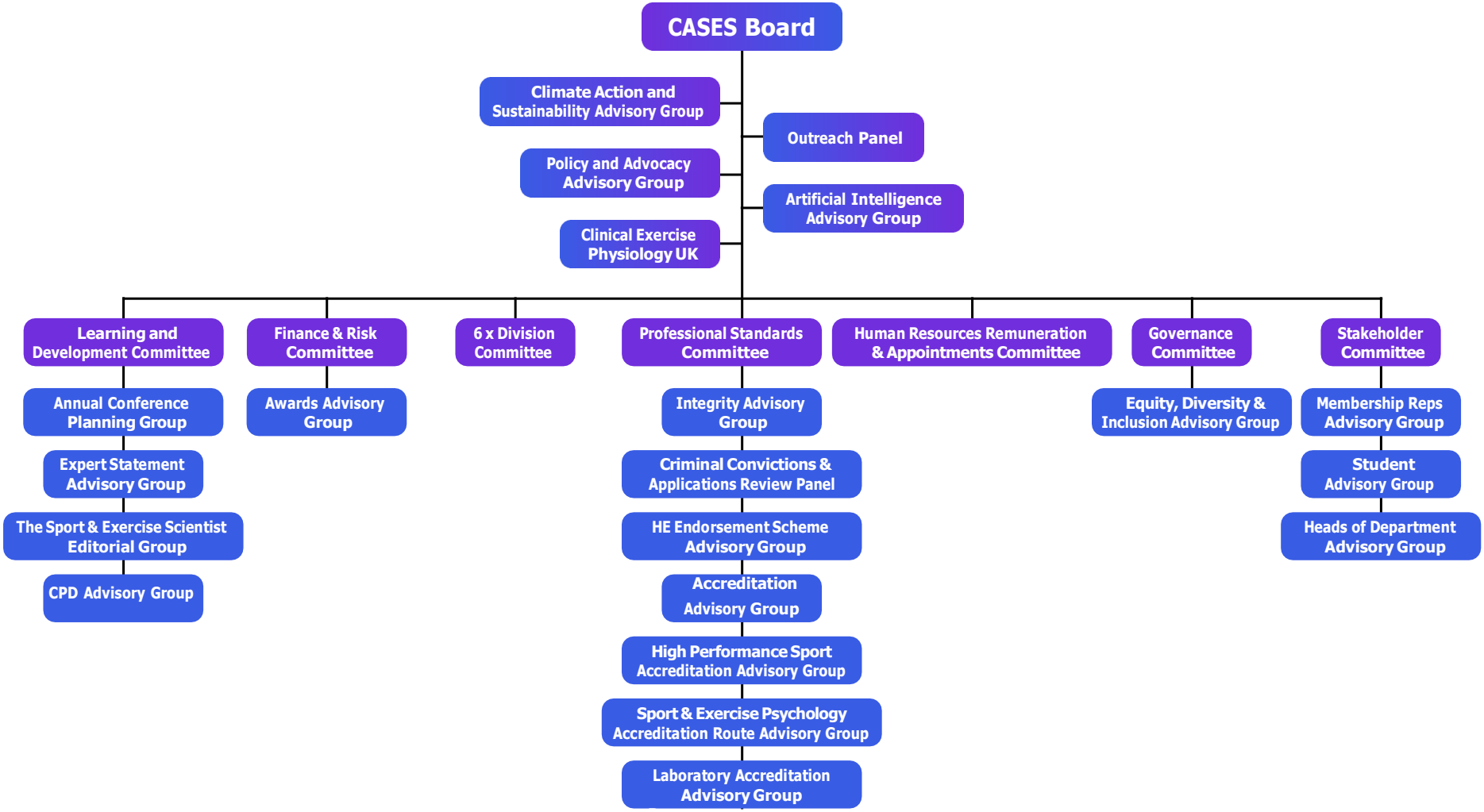
Members of the above Committees and Advisory Groups could be approached to be on a Panel to consider Disciplinary / Grievance matters.

4 Special Interest Groups

Separate, and in addition to the above, CASES has a number of Special Interest Groups (SIGs). These are member-led and provide an active forum for networking, discussion, activities, knowledge sharing and debate among CASES members who share an interest in an identified area. Each SIG would align to one of the Committees or Advisory Groups, to formally feed into the work of the Association.

Special Interest Group	**Feeds into**
Biomechanics Interest Group (BIG)	Division Committee - Biomechanics and Motor Behaviour
Education and Teaching	All six Division Committees
Molecular Exercise Physiology	Division Committee - Physiology and Nutrition
Neurodiversity in Sport and Exercise Sciences Interest Group	Division Committee - Psychology
Occupational Performance Special Interest Group	All six Division Committees, including the Sport and Performance Division.
Paediatric Exercise Science	Division Committee - Physiology and Nutrition
Performance Analysis Interest Group	Division Committee – Sport and Performance
Skill Acquisition Interest Group	Division Committee - Biomechanics and Motor Behaviour and Division Committee – Sport and Performance
Special Interest Disability Inclusion Group	All six Division Committees
Sport, Exercise and Health Analytics	Division Committee - Physiology and Nutrition
Technical	All six Division Committees

CASES Governance Structure



Terms of Reference
(Appendix 1) CASES Board

1 Purpose

1.1 The Board is responsible for the management of the Association's business in line with its Strategy, Charter and By-laws, and legal requirements.

2 Authority

2.1 Subject to the Charter and By-laws, the Directors are responsible for the management of the Association's business, for which purpose they may exercise all the powers of the Association, except what is specifically reserved to the members.

3 Frequency of Meetings

3.1 The Board will meet at least four times per year and at other times as appropriate in line with the CASES corporate calendar of meetings (Brief Board catch-up calls will be scheduled in those months that do not have a formal Board meeting).

3.2 There will normally be a mix of virtual and face to face meetings throughout the year.

4 Membership and Voting

4.1 The Board comprises: CASES Chair, Deputy Chair, Chairs of the six Divisions (Biomechanics and Motor Behaviour; Physical Activity for Health; Physiology and Nutrition; Psychology; Sport and Performance; Teaching and Learning Enhancement), Chair-Elect (in the year preceding office), and four Non-Executive Directors, including the Senior Non-Executive Director (SNED).

4.2 The Chief Executive shall not be a Director but shall have the right to attend any meeting of the Board and its Standing Committees and Advisory Groups, and the duty to advise Directors and Committee members and implement their decisions.

4.3 The Board can co-opt additional members. The members of the Board (excluding co-opted members) will be appointed Directors.

4.4 The Chair shall preside as Chair at every meeting.

4.5 In the absence of the Board Chair and/or an appointed Deputy, the remaining members present shall elect one of themselves to chair the meeting.

4.6 The Board shall, from time to time, consider its membership and at all times endeavour to achieve sufficient numbers in membership of the Board to provide a balance of division-specific and commercial experience relevant to pursuing the objects of CASES.

4.7 The appointment and retirement of Board Members shall be governed by the provisions of the Charter and By-laws of CASES.

4.8 The Board shall appoint a Deputy Chair.

4.9 To apply for the Deputy Chair position, Board members must express their interest in written form, which includes by email, to the CASES Chair. A vote will then take place amongst all members of the Board who have not expressed an interest in the role.

4.10 The Board shall appoint a SNED from among its existing NEDs.

4.11 Sometimes a SNED will be appointed as a new Director, but it is more usual for an existing NED who has experience of the Association to be appointed as the SNED.

4.12 The decision to appoint the SNED is one for the whole Board.

4.13 To apply for the SNED position, current NEDs must express their interest in written form, which includes by email, to the CASES Chair. A vote will then take place amongst all members of the Board who have not expressed an interest in the role.

4.14 The Board will review the appointment annually and may re-appoint or remove the SNED from this position; otherwise, the appointment of SNED will lapse when the holder of this position ceases to hold the position of NED.

4.15 If the Division Chair is not available to attend the meeting, the Division Deputy Chair may attend the meeting in their place, with full voting rights (see clause 8).

4.16 Any new Board member positions will be advertised through an open recruitment process. The Chair will fully consult with other members of the Board and the Chief Executive Officer and obtain a formal resolution of the Board so to do.

4.17 Only members of the Board have the right to vote at Board meetings.

4.18 The Board may also invite observers to attend and contribute to its deliberations. Any observers do not have voting rights and are not formally members of the Board.

4.19 Directors can, at any point, resign from their appointment. The resignation should be given to the Chair of the Board, providing as much notice as possible.

5 Roles

5.1 The main responsibilities of the Chair are to:

- 5.1.1 Provide direction, support and coordination to the Board.
- 5.1.2 Attend and chair Board meetings.
- 5.1.3 Attend Annual Combined Conference.
- 5.1.4 Support effective strategy implementation.
- 5.1.5 Work closely with the CASES Chief Executive Officer.

5.2 The main responsibilities of the Chair-Elect are to:

- 5.2.1 Shadow the CASES Chair in the preceding year.
- 5.2.2 Attend Board meetings over this period.
- 5.2.3 Work closely with the CASES Chair and CASES Chief Executive Officer to ensure a smooth transition.

5.3 The main responsibilities of the Deputy Chair are to:

- 5.3.1 Deputise as Chair at both Board meetings and wider official events, in the absence of the Chair.
- 5.3.2 Work closely with the CASES Chief Executive Officer.
- 5.3.3 Support the Chair in providing direction, support and coordination to the Board.
- 5.3.4 Take on any bespoke responsibilities as requested by the Chair or the CASES Board.

5.4 The main responsibilities of the Division Chairs are to:

- 5.4.1 Develop and maintain a Division strategy providing direction, support and coordination of the Division.
- 5.4.2 Organise and chair a minimum of four Division Committee meetings each year.
- 5.4.3 Monitor and report on progress of Division projects to the Board.
- 5.4.4 Represent the Division on the CASES Board.

5.5 The main responsibilities of the independent Non-Executive Directors are to:

5.5.1 Provide objective, critical appraisal and an independent view that is removed from day-to-day management of CASES.
5.5.2 Ensure that appropriate corporate governance is observed.
5.5.3 Provide advice and direction in the development, implementation and evaluation of the Strategic Plan.
5.5.4 Monitor CASES's legal and ethical performance.
5.5.5 Monitor the veracity and adequacy of the financial and other information provided to members and other stakeholders.

5.6 The Senior Non-Executive Director has a key role in supporting the Chair in leading the Board of Directors and acting as a critical friend, sounding board and source of advice for the Chair and Chief Executive Officer. The main responsibilities of the SNED are to:
5.6.1 Providing a sounding board for the Chair and Chief Executive Officer.
5.6.2 Serving as an intermediary for the other Directors, when necessary.
5.6.3 Acting as an alternative contact for Directors and Stakeholders to share any concerns if the normal channels of the Chair or the Chief Executive Officer fail to resolve a matter, or in cases where such contact is inappropriate.
5.6.4 Supporting the process in place for the succession to the role of Chair.
5.6.5 Taking on any bespoke responsibilities as requested by the Chair or the CASES Board
5.6.6 Ensuring there is a clear division of responsibility between the Chair and Chief Executive Officer
5.7 The SNED shall continue to perform the other duties of a Non-Executive Director (NED) e.g., membership of Standing Committees.
5.8 There will be no fee to the SNED for undertaking this role.

5.9 The main responsibilities of the Chief Executive Officer are to:
5.9.1 Ensure effective day-to-day management of the Association under delegated authority from the Board.
5.9.2 Develop and deliver on the CASES Strategic Plan in the most effective and efficient manner, providing regular updates and reports to the Board.
5.9.3 Work closely with and support the CASES Chair.

6 Term of Office

6.1 The Chair, Division Chairs & Non-Executive Directors will undertake a tenure of three years.
6.2 The Chair is eligible to stand for re-election. The Elected Officers and Non-Executive Directors will normally be eligible for re-election only once.
6.3 If, in the event of no other suitable applications being received, a Board member may be invited to stand for a third term.
6.4 The Chair-Elect will be elected for one year prior to the tenure expiring of the outgoing Chair and then will take up the post of Chair for the following three years.

7 Quorum

7.1 As per clause 4 (x) of the By-laws, the quorum shall be at least half of the current number of Directors, subject to a minimum of three in person including electronic participation.

8 Decision Making

8.1 Decisions of the Board 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.

8.2 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

9 Remuneration

9.1 The roles of the Board are not accompanied by any financial remuneration.

9.2 Travel and meeting expenses for Board members are reimbursed according to the policies and procedures of CASES.

10 Reporting

10.1 All of the Standing Committees, plus the Policy and Advocacy Advisory Group, the Climate Action and Sustainability Advisory Group, the Outreach Panel and the Clinical Exercise Physiology UK Group feed directly to the Board.

Terms of Reference
(Appendix SC1) CASES Division Committee - Biomechanics and Motor Behaviour

1 Purpose

1.1 To provide a forum for sport and exercise scientists, devoted to furthering the development of biomechanics and motor behaviour within sport and exercise science.

1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

2 Role

The Biomechanics and Motor Behaviour Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

2.1 Develop and maintain a Division strategy.
2.2 Organise a minimum of four Division Committee meetings each year.
2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
2.4 Support effective strategy implementation.
2.5 Lead the planning and implementation of Division projects.
2.6 Monitor and report on progress of Division projects to the Board.
2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
2.8 Organise the review of Division-specific abstracts for the Annual Combined Conference.
2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
2.11 Monitor the Divisions' own social media pages (if active) as well as the general CASES accounts.

3 Authority

3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

4 Reporting

4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.

4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

5 Frequency of Meetings

5.1 The Committee shall meet at least four times a year, normally via conference call, and otherwise as required.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The Committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).

6.2 Additional members can be co-opted at the discretion of the Chief Executive Officer.

6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.

6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.

6.5 Members will be eligible to renew their position subject to Board approval.

6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.

6.7 Only members of the Committee have the right to vote at Committee meetings.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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 Board shall review the Committee'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 Biomechanics and Motor Behaviour Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC2)
CASES Division Committee - Physical Activity for Health

1 Purpose

1.1 To provide a forum for sport and exercise scientists, devoted to furthering the understanding of the benefits of physical activity for health and helping people to move more.

1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

2 Role

The Physical Activity for Health Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

2.1 Develop and maintain a Division strategy.
2.2 Organise a minimum of four Division Committee meetings each year.
2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
2.4 Support effective strategy implementation.
2.5 Lead the planning and implementation of Division projects.
2.6 Monitor and report on progress of Division projects to the Board.
2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
2.8 Organise the review of Division-specific abstracts for the Annual Combined Conference.
2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
2.11 Monitor the Divisions' own social media pages (if active) as well as the general CASES accounts.
2.12 Liaise with the British Association for Cardiovascular Prevention and Rehabilitation (BACPR) for appointing members to the Exercise Professionals Group.

3 Authority

3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

4 Reporting

4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.

4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

5 Frequency of Meetings

5.1 The Committee shall meet at least four times a year, normally via conference call, and otherwise as required.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The Committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).

6.2 Additional members can be co-opted at the discretion of the Chief Executive Officer.

6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.

6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.

6.5 Members will be eligible to renew their position subject to Board approval.

6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.

6.7 Only members of the Committee have the right to vote at Committee meetings.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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 Board shall review the Committee'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 Physical Activity for Health Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC3)
CASES Division Committee - Physiology and Nutrition

1 Purpose

1.1 To provide a forum for sport and exercise scientists, devoted to furthering the development of the physiological and nutrition processes underpinning sport and exercise science.

1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

2 Role

The Physiology and Nutrition Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

2.1 Develop and maintain a Division strategy.
2.2 Organise a minimum of four Division Committee meetings each year.
2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
2.4 Support effective strategy implementation.
2.5 Lead the planning and implementation of Division projects.
2.6 Monitor and report on progress of Division projects to the Board.
2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
2.8 Organise the review of Division-specific abstracts for the Annual Combined Conference.
2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
2.11 Monitor the Divisions' own social media pages (if active) as well as the general CASES accounts.

3 Authority

3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

4 Reporting

4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.

4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

5 Frequency of Meetings

5.1 The Committee shall meet at least four times a year, normally via conference call, and otherwise as required.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The Committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).

6.2 Additional members can be co-opted at the discretion of the Chief Executive Officer.

6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.

6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.

6.5 Members will be eligible to renew their position subject to Board approval.

6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.

6.7 Only members of the Committee have the right to vote at Committee meetings.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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 Board shall review the Committee'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 Physiology and Nutrition Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC4)
CASES Division Committee - Psychology

1 Purpose

1.1 To provide a forum for sport and exercise scientists, devoted to furthering the development of psychology within sport and exercise science.

1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

2 Role

The Psychology Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

2.1 Develop and maintain a Division strategy.
2.2 Organise a minimum of four Division Committee meetings each year.
2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
2.4 Support effective strategy implementation.
2.5 Lead the planning and implementation of Division projects.
2.6 Monitor and report on progress of Division projects to the Board.
2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
2.8 Organise the review of Division-specific abstracts for the Annual Combined Conference.
2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
2.11 Monitor the Divisions' own social media pages (if active) as well as the general CASES accounts.
2.12 Support the effectiveness of the Sport & Exercise Psychology Accreditation Route (SEPAR) programme for candidates and compliance with the Health and Care Professions Council (HCPC) requirements.

3 Authority

3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

4 Reporting

4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.

4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

5 Frequency of Meetings

5.1 The Committee shall meet at least four times a year, normally via conference call, and otherwise as required.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The Committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).

6.2 Additional members can be co-opted at the discretion of the Chief Executive Officer.

6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.

6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.

6.5 Members will be eligible to renew their position subject to Board approval.

6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.

6.7 Only members of the Committee have the right to vote at Committee meetings.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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 Board shall review the Committee'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 Psychology Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC5)
CASES Division Committee - Sport and Performance

1 Purpose

1.1 To provide a forum for sport and exercise scientists, devoted to furthering the development of sport and exercise science.

1.2 To contribute to the management of the Association, developing and implementing initiatives on behalf of its members.

2 Role

The Sport and Performance Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

2.1 Develop and maintain a Division strategy.
2.2 Organise a minimum of four Division Committee meetings each year.
2.3 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists.
2.4 Support effective strategy implementation.
2.5 Lead the planning and implementation of Division projects.
2.6 Monitor and report on progress of Division projects to the Board.
2.7 Liaise with the Annual Conference Planning Group to support the development of the Conference programme.
2.8 Organise the review of Division-specific abstracts for the Annual Combined Conference.
2.9 Support member CPD through organising Division days, workshops and webinars throughout the year, plus contributing to articles for The Sport and Exercise Scientist.
2.10 Provide division webpage content for their Division for the members area and content for member newsletters / social media.
2.11 Monitor the Divisions' own social media pages (if active) as well as the general CASES accounts.

3 Authority

3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the division-specific arrangements.

4 Reporting

4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.

4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

5 Frequency of Meetings

5.1 The Committee shall meet at least four times a year, normally via conference call, and otherwise as required.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The Committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, two Student Representatives (undergraduate and postgraduate).

6.2 Additional members can be co-opted at the discretion of the Chief Executive Officer.

6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.

6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.

6.5 Members will be eligible to renew their position subject to Board approval.

6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.

6.7 Only members of the Committee have the right to vote at Committee meetings.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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 Board shall review the Committee'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 Sport and Performance Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC12)
CASES Division Committee – Teaching and Learning Enhancement

1 Purpose

1.1 To provide a forum to promote, support and advance education practices across the CASES membership, supporting members within HE and in practice across the disciplines of the Sport and Exercise Sciences.

1.2 To contribute to the management and mission of the Association, developing and implementing initiatives on behalf of its members.

2 Role

The Teaching and Learning Enhancement Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

2.13 Develop and maintain a Division strategy.
2.14 Organise a minimum of four Division Committee meetings each year.
2.15 Provide a Division 'network' for members to engage with like-minded sport and exercise scientists, be it those who practice across the wide spectrum of sport and exercise science programmes in HE and beyond; are educators outside of mainstream educational providers; researchers; administrators; students and trainees in related medicine and healthcare professions.
2.16 Support effective strategy implementation.
2.17 Lead the planning and implementation of Division projects.
2.18 Monitor and report on progress of Division projects to the Board.
2.19 Liaise with the Conference Scientific Planning Group to support the development of the Conference programme.
2.20 Organise the review of Division-specific abstracts for the CASES Conference.
2.21 Support member CPD through organising Division Days, workshops and webinars throughout the year, plus contributing to articles for *The Sport and Exercise Scientist*.
2.22 Provide Division webpage content for the Division for the members area and content for member newsletters / social media.
2.23 Monitor the Divisions' own social media pages (if active) as well as the general CASES accounts.

3 Authority

3.2 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the Division-specific arrangements.

4 Reporting

4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.

4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

5 Frequency of Meetings

5.1 The Committee shall meet at least four times a year, normally via conference call, and otherwise as required.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The Committee normally comprises of Chair, Deputy Chair, CPD Representative, Membership Representative, Technician Representative, a Student Representative and General Representatives from across the Sport and Exercise Disciplines.

6.2 Additional members can be co-opted at the discretion of the Chief Executive Officer.

6.3 All appointments will be made by the Human Resources, Remuneration and Appointments Committee.

6.4 The Chair shall normally hold post for a three-year period. Appointed members shall normally hold post for a two-year period.

6.5 Members will be eligible to renew their position subject to Board approval.

6.6 In the absence of the Committee Chair and/or Deputy Chair, the remaining members present shall elect one of themselves to chair the meeting.

6.7 Only members of the Committee have the right to vote at Committee meetings.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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 Board shall review the Committee'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 Teaching and Learning Enhancement Committee Chair, Deputy Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC6)
CASES Human Resources, Appointments and Remuneration Committee

1 Purpose

1.1 To be responsible for recommending to the Board:

1.1.1 Any changes to employment policies and practices.

1.1.2 Appointments to the CASES Divisions and standing committees.

1.1.3 Remuneration of CASES paid staff.

2 Role

The Human Resources, Appointments and Remuneration Committee (herein after referred to as 'the Committee') should carry out the duties below as appropriate. The Committee shall:

2.1 Be responsible for identifying and appointing candidates to fill key vacancies as and when they arise via a formal, rigorous and transparent procedure, made on merit in line with the skill requirements of the vacancy.

2.2 Review the terms and conditions of service, including remuneration and a remuneration policy, pensions, allowances, gratuities, early retirement and redundancy, of CASES staff.

2.3 Oversee the process for determining the terms and conditions of employment and remuneration of all other CASES colleagues, including recommendations concerning annual pay increases and bonus payments.

2.4 Review the ongoing appropriateness of the remuneration policy.

2.5 Make recommendations to the Board on the Remuneration policies at regular intervals, ensuring that they remain competitive to attract and retain quality staff.

2.6 Conduct an annual review of policies included in the staff handbook including, but not limited to policies for parental leave, absence, sickness and working location and the code of conduct.

3 Authority

3.1 Decide on terms and conditions of service, including remuneration, pensions, allowances, gratuities, early retirement, and redundancy, of CASES staff, as agreed between the Chair of the Committee and the Chief Executive Officer.

3.2 Develop and agree a remuneration policy.

3.3 Agree the annual amount to be reserved for rewarding individual performance and establishing the exempt base for an annual bonus where applicable.

3.4 Approve any annual bonus payments for all eligible staff.

3.5 Approve any annual salary changes for all eligible staff.

3.6 Decide upon issues relating to the pension arrangements established by CASES for all CASES colleagues.

3.7 Approve settlements in employment litigation disputes or remuneration beyond contractual entitlement.

3.8 Approve changes to policies and practices following any review.

3.9 The Committee is authorised by the Board to obtain, at the Association's expense, outside legal or other professional advice on any matters within its terms of reference.

4 Reporting

4.1 The Committee Chair shall report to the Board and provide an update at relevant Board meetings on all matters within its duties and responsibilities.

4.2 Minutes will be circulated to members of the Committee. They will otherwise remain confidential.

5 Frequency of Meetings

5.1 Business is normally conducted via email. The Committee shall meet at least once a year, normally via conference call, and otherwise as required.

6 Membership and Voting

6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.

6.2 The Chair of the Committee shall be the Chair of the Board of CASES (herein after referred to as 'the Board') unless it is dealing with the appointment of, or successor to the Chair, when it shall be chaired by one of the independent Non-Executive Directors (NED).

6.3 The Committee shall be made up of the Chair of the Board, two Division Chairs, and two independent Non-Executive Directors.

6.4 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

6.5 Appointed members shall normally hold post for a three-year period.

6.6 Members will be eligible to renew their position subject to Board approval.

6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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.

8.2 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

9 Other

9.1 The Board shall review the Committee'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 Human Resources, Appointments & Remuneration Committee Members and Chair are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC7)
CASES Finance and Risk Committee

1 **Purpose**

1.1 To advise the Board on:

1.1.1 any action required to maintain the financial health of the Association.

1.1.2 the adequacy and effectiveness of processes for overseeing risk management, control, and related governance.

1.1.3 the development and review of financial policies.

1.1.4 non-financial risk matters such as reputational exposures.

2 Role

The Finance and Risk Committee (herein after referred to as 'the Committee') shall make recommendations to the Board on:

2.1 Investment and Reserves Strategy.

2.2 Business Plan, Budget and Annual Accounts, including assisting the Board with monitoring the financial position and performance of the Association against an annually approved budget and a four-year forecast (minimum).

2.3 Financial Procedures Handbook, ensuring that the Board has set an expenses policy and appropriate approval limits for the executive in respect of expenditure limits, borrowing limits, appointment of consultants and ensuring that these are clearly understood by the executive.

2.4 The annual review of all accounting policies.

2.5 Overall financial health of CASES.

2.6 Disposal or transfer of any part of CASES' undertakings.

And shall have delegated responsibilities for the following:

2.7 Reviewing the Association's policies, systems and procedures in so far as they relate to finance and risk and ensuring that the controls, framework and governance are in place so that the Association complies with all legal requirements and in accordance with the corporate governing document.

2.8 Making recommendations on controls and mitigating action in respect of non-financial risks identified by or brought to the attention of the Committee.

2.9 Conducting a periodic (at least annually) review of the Association's Business Continuity Plan, Risk Register, risk management policy and procedures and internal control systems.

2.10 Monitoring and advising the agreed financial strategy of CASES, as outlined by the Board.

2.11 Overall review of Financial Statements for the Association, including the Statement of Financial Activity, Balance Sheet, and Notes to the Accounts.

2.12 Approval of the wording of the Directors' Report as included in the final published statutory accounts.

2.13 Ensuring the annual accounts are published on the Association's website.

3 Authority

3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the CASES' financial and risk systems and controls.

4 Reporting

4.1 A Report of the meetings of the Committee or a copy of the minutes will be presented to the Board to formally note at its next or most appropriate meeting.

4.2 The Committee will produce an annual report on the Risk Management Procedures and Risk Register for approval by the Board.

4.3 The following Advisory Group reports to the Committee: Awards Advisory Group.

5 Frequency of Meetings

5.1 The Committee will normally meet four times per year, usually via conference call, and at other times as appropriate.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.

6.2 The Chair of the Committee shall be a member of and appointed by the Board of CASES (herein after referred to as 'the Board').

6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

6.4 The Committee shall be made up of at least three members of the Board.

6.5 Appointed members shall normally hold post for a three-year period.

6.6 Members will be eligible to renew their position subject to Board approval.

6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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.

8.2 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

9 Other

9.1 The Board shall review the Committee'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 the Committee are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC8)
CASES Governance Committee

1 **Purpose**

1.1 To advise the Board on any action required to maintain the effective governance of the Association in line with statutory requirements.

2 Role

The Governance Committee (herein after referred to as 'the Committee') shall make recommendation to the Board on:

2.1 In conjunction with the Chair, ensuring the Board is working effectively as individuals and as a team.
2.2 In conjunction with the Chair, maintaining a clear division between the Board's management and oversight role and the Chief Executive Officer's operational role.
2.3 Any amendments to the Association's Charter and By-laws in conjunction with the Human Resources, Remuneration and Appointments Committee.

And shall have delegated responsibilities for the following:

2.4 Reviewing processes for ensuring the appropriateness and effectiveness of governance arrangements for the Association.
2.5 Regularly review policies and procedures held within the Corporate Governance Handbook.
2.6
2.7 Ensuring the Association has procedures in place to enable it to comply with the law by ensuring that CASES is constituted in accordance with the corporate governing document.
2.8 Leading on the process for review of the structure of the Board Standing Committees and making recommendations to the Board as required including recommendations for more or less committees, as considered appropriate.
2.9 Ensuring at least 25% of the Board are independent Non-Executive Directors in conjunction with the Human Resources, Remuneration and Appointments Committee.
2.10 Ensuring the Association maintains all Standing Committees.
2.11 Ensuring on appointment, each Director is given a written statement of responsibilities.
2.12 Ensuring all new Directors receive a full, formal and tailored induction on joining the Board.
2.13 Development of a mandatory Director's code (code of conduct).
2.14 Ensuring the Director's code (code of conduct) is reviewed at least every four years to ensure compliance with current laws.

3 Authority

3.1 The Committee have the delegated authority to review processes for ensuring the suitability and effectiveness of the CASES governance arrangements.

4 Reporting

4.1 A report of the meetings of the Committee will be presented to the Board of Directors to formally note at its next or most appropriate meeting

4.2 The Committee will produce an annual governance statement. The governance statement will form part of the Annual Review report and will be made publicly available.

4.3 The Equity, Diversity and Inclusion Advisory Group reports to the Committee.

5 Frequency of Meetings

5.1 The Committee will meet at least once per year, normally via conference call, or more often as necessary to carry out its functions.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.

6.2 The Chair of the Committee shall be a member of and appointed by the Board of CASES (herein after referred to as 'the Board').

6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

6.4 The Committee shall be made up of at least two members of the CASES Board plus the Chair of the Equity, Diversity and Inclusion Advisory Group.

6.5 Appointed members shall normally hold post for a three-year period.

6.6 Members will be eligible to renew their position subject to Board approval.

6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee 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.

8.2 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

9 Other

9.1 The Board shall review the Committee'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 the Committee are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC9)
CASES Learning and Development Committee

1 Purpose

1.1 To develop, monitor, and promote excellence in lifelong learning processes and strategies for practising sport and exercise scientists.

2 Role

The Learning and Development Committee (herein after referred to as 'the Committee') shall make recommendation to the Board on:

2.1 the development, review, and monitoring of educational and ethical standards for continuing professional development activities and programmes for sport and exercise scientists.

3 Authority

The Committee have the delegated authority to:

3.1 consider and confirm the invited Guest Speakers for the annual Conference.
3.2 plan and promote the suite of CPD events for CASES members across the year.
3.3 approve all Expert Statements.
3.4 consider and confirm the content for all TSES editions.

4 Reporting

4.1 A report of the meetings of the Committee will be presented to the Board of Directors to formally note at its next or most appropriate meeting.
4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.
4.3 The following Advisory Groups report to the Committee: TSES Editorial Group, Conference Scientific Planning Group, CPD Advisory Group and Expert Statement Advisory Group.

5 Frequency of Meetings

5.1 The Committee will meet at least once per year, normally via conference call, or more often as necessary to carry out its functions.
5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.
6.2 The Chair of the Committee shall be a member of and appointed by the Board of CASES (herein after referred to as 'the Board').
6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
6.4 The Committee shall be made up of at least two members of the CASES Board plus the Editor of The Sport and Exercise Scientist Editorial Advisory Group and the Chairs of the CASES Conference Scientific Planning Group, the CPD Advisory Group and the CASES Expert Statement Advisory Group.
6.5 Appointed members shall normally hold post for a three-year period.
6.6 Members will be eligible to renew their position subject to Board approval.
6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee must be decided by at least a majority decision.

8.2 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.

8.3 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

9 Other

9.1 The Board shall review the Committee'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 the Committee are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC10)
CASES Professional Standards Committee

1 Purpose

1.1 To provide the strategic overview for professional standards matters relating to sport and exercise sciences. The committee is responsible for the full range of issues relating to the development and implementation of professional standards related policies and guidelines, and delivery of the respective endorsement programmes.

2 Role

The Professional Standards Committee (herein after referred to as 'the Committee') shall make recommendation to the Board on:

2.1 standards and policies relating to practitioner and institution standards, competence, and professional practice.

2.2 standards and guidelines for effective continuing education and endorsement programmes.

3 Authority

The Committee have the delegated authority to:

3.1 initiate and provide ongoing strategic oversight of professional standards matters relating to sport and exercise sciences.

3.2 develop and implement professional standards related policies and guidelines.

3.3 make recommendations to the Board regarding standards issues.

3.4 review and update the criteria for the respective endorsement and accreditation programmes to ensure they meet the needs of practitioners and institutions.

3.5 advise the Board on matters relating to Safeguarding, Welfare, Duty of Care, Ethics, Clean Sport and Whistleblowing.

4 Reporting

4.1 A report of the meetings of the Committee will be presented to the Board of Directors to formally note at its next or most appropriate meeting.

4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

4.3 The following Advisory Groups report to the Committee: Integrity Advisory Group, Accreditation Advisory Group, Sport and Exercise Psychology Accreditation Route Advisory Group, Criminal Convictions and Applications Review Panel, HE Endorsement Scheme Advisory Group and Laboratory Accreditation Advisory Group.

5 Frequency of Meetings

5.1 The Committee will meet at least once per year, normally via conference call, or more often as necessary to carry out its functions.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.

6.2 The Chair of the Committee shall be a member of and appointed by the Board of CASES (herein after referred to as 'the Board').

6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
6.4 The Committee shall be made up of at least two members of the CASES Board plus the Chairs of the Integrity Advisory Group, the Accreditation Advisory Group, the Sport & Exercise Psychology Accreditation Route Advisory Group, the HE Endorsement Scheme Advisory Group and the Laboratory Accreditation Advisory Group.
6.5 Appointed members shall normally hold post for a three-year period.
6.6 Members will be eligible to renew their position subject to Board approval.
6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee must be decided by at least a majority decision.
8.2 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.
8.3 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

9 Other

9.1 The Board shall review the Committee'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 the Committee are not accompanied by any financial remuneration.
10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
(Appendix SC11)
CASES Stakeholder Committee

1 Purpose

1.1 To ensure that the quality of the Association's membership is maintained.
1.2 To be responsible for the development of the Association's membership at large, including full and associates.
1.3 To collect, analyse and monitor member data.
1.4 To monitor and advise that an appropriate strategy is in place to manage the overall relationship between CASES and its key stakeholders.

2 Role

The Stakeholder Committee (herein after referred to as 'the Committee') shall:

2.1 review the membership categories and prices.
2.2 review membership benefits.
2.3 review the obligations associated with the membership.
2.4 develop membership recruitment drives and develop incentives for membership.
2.5 develop member engagement to try to get members to be more active within the Association.
2.6 oversee the annual member survey, responses, and associated action plan.
2.7 analyse further surveys (e.g., conferences, webinars), proposing any areas for action.
2.8 ensure that the work of any partnership is aligned to CASES' key strategies and business processes.
2.9 develop, promote and recommend Future Business Cases from a partnership and ensure that these are in line with CASES' priorities.
2.10 receive reports on the progress of the partnership and its projects (including Future Projects) and provide guidance where appropriate.
2.11 review and agree the appropriate partnership arrangements including governance arrangements.
2.12 advise on the status and progress to help ensure the partnership achieves its objectives in relation to CASES' strategy; and
2.13 act as arbitrator in the case of unresolved disputes between CASES and the partner.

3 Authority

The Committee have the delegated authority to:

3.1 oversee all aspects of CASES membership, not limited to attraction, retention, cessation, communication with or satisfaction of members.
3.2 develop a strategy for CASES to attract and retain members with options to create sustainable value for its members.
3.3 identify trends around membership aspects within similar associations.
3.4 create a new Memorandum of Understanding or Partnership Agreement.
3.5 review and recommend to the Board changes to the partnership objectives to reflect changed circumstances.

4 Reporting

4.1 A report of the meetings of the Committee will be presented to the Board of Directors to formally note at its next or most appropriate meeting.
4.2 The Committee shall also produce an annual report to be included in the Association's Annual Review about its activities.

4.3 The following Advisory Groups report to the Committee: Heads of Department Advisory Group, Membership Reps Advisory Group and Student Advisory Group.

5 Frequency of Meetings

5.1 The Committee will meet at least twice per year, normally via conference call, or more often as necessary to carry out its functions.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 Appointments to the Committee are made by the Board and shall be in line with the Board terms of office on appointment.

6.2 The Chair of the Committee shall be a member of and appointed by the Board of CASES (herein after referred to as 'the Board').

6.3 In the absence of the Committee Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

6.4 The Committee shall be made up of at least three members of the CASES Board, one Divisional Membership Representative and the Chairs of the Student Advisory Group, the Membership Reps Advisory Group and the Heads of Department Advisory Group.

6.5 Appointed members shall normally hold post for a three-year period.

6.6 Members will be eligible to renew their position subject to Board approval.

6.7 Only members of the Committee have the right to vote at Committee meetings. Other Board members may attend at any time.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Committee.

8 Decision Making

8.1 Decisions of the Committee must be decided by at least a majority decision.

8.2 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.

8.3 Conflicts are declared as per the Conflicts of Interest policy. In such situations the individual cannot vote.

9 Other

9.1 The Board shall review the Committee'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 the Committee are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AP1
Policy and Advocacy Advisory Group

1 Purpose

1.1 CASES champions the development and practice of sport and exercise science by proactively acting to influence policy issues. We aim to ensure that the views of our membership are represented for relevant policymakers' consideration.

1.2 Through the Policy and Advocacy Advisory Group, the Board of CASES will ensure key policymakers are provided with rigorous evidence, timely advice and are aware of the views, concerns, research, and evidence-based practice of our membership.

1.3 The purpose of the Policy and Advocacy Advisory Group is to ensure the Board can respond to consultations through a unified voice when informing Government and other agencies.

2 Role

The CASES Policy and Advocacy Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Support the CASES Board and Executive to develop and drive the strategic objectives of the Association with respect to advice on public and external affairs.

2.2 Be proactive in identifying opportunities to influence scientific and educational policy matters of relevance to sport, exercise, and physical activity, by horizon scanning, identifying, prioritising, planning and drafting submissions.

2.3 Draft timely responses to calls for evidence and consultation responses from external parties for approval by the Board,

2.4 On request, brief the Board on the policies, strategies and politics of key decision and policy makers.

2.5 Support the Board to proactively influence key decision and policy makers

2.6 Consult the members of the Association whenever possible to reflect their views and to strengthen the authority of the Association in discussions with external agencies.

2.7 Report to and advise the Board on appropriate resources and the mechanisms required to realise the policy objectives of the Association.

3 Authority

3.1 The Board will formally approve all outputs before being submitted.

4 Reporting

4.1 The Advisory Group, through its Chair, shall report directly to the Board on all matters within the Advisory Group's duties and responsibilities.

4.2 Notification of submissions made, and consultations contributed to, shall be shared with the membership and included on the CASES website.

4.3 A summary of the work of the Advisory Group will be included in the CASES Annual Report.

4.4 The Board will look at tracking impact – how what we have contributed to has made a difference or has created change.

5 Frequency of Meetings

5.1 The Advisory Group shall conduct its work remotely, forming as and when the need arises.

5.2 Ongoing deliberations will be conducted via e-mail, as required.

6 Membership

6.1 Recruitment onto the Advisory Group will be through open recruitment.

6.2 Appointments will be confirmed by members of the Board.

6.3 The Advisory Group will normally comprise of up to eight members, covering and representing a broad range of expertise and disciplines.

6.4 Appointed members shall normally hold post for a three-year period.

6.5 Members will be eligible to renew their position subject to approval by the Chief Executive Officer.

6.6 The Chair will be appointed from the membership of the Advisory Group.

6.7 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair that meeting / plan that submission.

6.8 A member of the CASES Operational Team will provide secretarial support to the Advisory Group.

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.

9 Other

9.1 The Chief Executive Officer shall review the Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AP2
Climate Action and Sustainability Advisory Group

1 Purpose

The purpose of the Climate Action and Sustainability Advisory Group is to enable the Association to play its part in tackling the climate change emergency. This will put the Association in step with the expectations of members, the goals of the UK Government and the UN's sustainable development goals. The three strategic objectives of the Climate Action and Sustainability Advisory Group are to:

1. Promote sustainable and responsible practices in Sport and Exercise Sciences.
2. Reduce the Association's carbon footprint and greenhouse gas emissions.
3. Disseminate evidence-based education and provide guiding principles to help address climate change.

2 Role

The CASES Climate Action and Sustainability Advisory Group (herein after referred to as ''CASAG') should carry out the duties below as appropriate. The CASAG shall:

2.1 Advise the CASES Board and Executive on an appropriate Climate and Sustainability Action Plan, which may include:

- 2.1.1 Signing up to and acting on the United Nations Sport for Climate Change Action framework.
- 2.1.2 Signing up to and acting on the Pledge to Net Zero.
- 2.1.3 Undertake a survey of the membership asking for their ideas on how Sport and Exercise Science could help tackle climate change.
- 2.1.4 Develop appropriate webinars on Sport and Exercise Science and Climate Change and Sustainability.
- 2.1.5 Develop a toolkit for Sport and Exercise Scientists to help them tackle climate change and sustainability.
- 2.1.6 Consider a special edition of *The Sport and Exercise Scientist* on climate change.
- 2.1.7 With the Student Advisory Group, develop a campaign to reach out and promote 'green' sport, exercise and science across the student population of the UK.
- 2.1.8 Propose to the Board the awarding of CASES CPD credits for eight hours of climate change action related to tackling climate change in Sport and Exercise Sciences.
- 2.1.9 Propose to the Lab Accreditation Advisory Group a new criterion related to tackling climate change for CASES Lab Accreditation.
- 2.1.10 Propose to the HE Endorsement Scheme Advisory Group a new criterion for BUES linked to tackling climate change.

3 Authority

3.1 The Board will formally approve all targets before being published.

4 Reporting

4.1 The CASAG, through its Chair, shall report directly to the Board on all matters within the CASAG's duties and responsibilities.

4.2 General updates on the work and achievements of the CASAG shall be shared with the membership and included on the CASES website.

4.3 A summary of the work of the CASAG will be included in the CASES Annual Report.

4.4 The Board will look at tracking impact – how what we have committed to has made a difference or has created change.

5 Frequency of Meetings

5.1 The CASAG shall conduct its work remotely, forming as and when the need arises.

5.2 Ongoing deliberations will be conducted via e-mail, as required.

6 Membership

6.1 Recruitment onto the CASAG will be through open recruitment.

6.2 Appointments will be confirmed by members of the Board.

6.3 The CASAG will normally comprise of up to eight members, covering and representing a broad range of expertise and disciplines.

6.4 Appointed members shall normally hold post for a three-year period.

6.5 Members will be eligible to renew their position subject to approval by the Chief Executive Officer.

6.6 The Chair will be appointed from the membership of the CASAG.

6.7 In the absence of the CASAG Chair, the remaining members present shall elect one of themselves to chair that meeting / advance that work stream.

6.8 A member of the CASES Operational Team will provide secretarial support to the Panel.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the CCAT.

8 Decision Making

8.1 Decisions of the CASAG must be decided by at least a majority decision. Every member shall have one vote.

9 Other

9.1 The Chief Executive Officer shall review the CASAG'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 CASAG Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for CASAG members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AP3
Outreach Panel

1 Purpose

1.1 The purpose of the Outreach Panel is to develop a structured plan to enhance outreach activity.
1.2 The outreach will be overseen by CASES and delivered by its members.
1.3 The outreach will increase public engagement and awareness of CASES.
1.4 The outreach will focus on CASES and the work of its members across research and applied practice in Sport and Exercise Sciences

2 Role

The CASES Outreach Panel (herein after referred to as 'Panel') should carry out the duties below as appropriate. The Panel shall:

2.1 Advise the CASES Board and Executive on appropriate outreach activities, which may include:
- 2.1.1 initiating calls to members to propose CASES' supported outreach projects
- 2.1.2 embedding public outreach activities into the annual Combined Conference
- 2.1.3 developing school outreach activities
- 2.1.4 developing collaboration with national museums
- 2.1.5 developing teaching resources to support schoolteachers delivering subjects related to sport and exercise sciences
- 2.1.6 having an aspirational longer-term aim, for CASES to be established as a leader in sport and exercise outreach in the UK.

3 Authority

3.1 The Board will formally approve all key outputs before being actioned.

4 Reporting

4.1 The Panel, through its Chair, shall report directly to the Board on all matters within the Panel's duties and responsibilities.
4.2 General updates on the work and achievements of the panel shall be shared with the membership and included on the CASES website.
4.3 A summary of the work of the Panel will be included in the CASES Annual Report.
4.4 The Board will look at tracking impact – how what we have developed / actioned has made a difference or has created change.

5 Frequency of Meetings

5.1 The Panel shall conduct its work remotely, forming as and when the need arises.
5.2 Ongoing deliberations will be conducted via e-mail, as required.

6 Membership

6.1 Recruitment onto the Panel will be through open recruitment.
6.2 Appointments will be confirmed by members of the Board.
6.3 The Panel will normally comprise of up to eight members, covering and representing a broad range of expertise and disciplines.
6.4 Appointed members shall normally hold post for a three-year period.

6.5 Members will be eligible to renew their position subject to approval by the Chief Executive Officer.

6.6 The Chair will be appointed from the membership of the Panel.

6.7 In the absence of the Panel Chair, the remaining members present shall elect one of themselves to chair that meeting / advance that Work Stream.

6.8 A member of the CASES Operational Team will provide secretarial support to the Panel.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the Panel.

8 Decision Making

8.1 Decisions of the Panel must be decided by at least a majority decision. Every member shall have one 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 Panel Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Panel members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG4
Clinical Exercise Physiology UK (CEP-UK) Group

1 Purpose

1.1 To be responsible for all aspects of registration for Clinical Exercise Physiologists (CEP) including quality assurance, marketing, and communications, alignment to the Academy for Healthcare Science (AHCS) Standards of Education and Training, and Standards of Proficiency.

2 Role

The Clinical Exercise Physiology UK (CEP-UK) Group (herein after referred to as 'the Group') should carry out the duties below as appropriate. The Group shall:

2.1 Review and monitor all aspects of quality assurance (e.g., equivalence process and curriculum framework).
2.2 Review and monitor discipline needs for ensuring alignment to the AHCS Standards of Education and Training, and Standards of Proficiency.
2.3 Systematically determine whether the Clinical Exercise Physiology service meets both members' and end users' needs and expectations.
2.4 Maintain and develop the reputation of Clinical Exercise Physiology-UK via engagement in marketing and communications to the healthcare sector and wider society.

3 Authority

3.1 The Group Chair will be the designated point of contact for the AHCS.
3.2 The Group shall have the delegated authority to review and update the criteria for AHCS required documentation (scope of practice, CEP specific standards or proficiency, equivalence process and curriculum framework).

4 Reporting

4.1 The Group Chair shall report to the CASES Board on all matters within the Group's duties and responsibilities. This will be reviewed on an annual basis.
4.2 The Group shall produce an annual report about its activities, to be included in the Association's Annual Review.

5 Frequency of Meetings

5.1 The Group shall meet at least three times a year, normally via conference call, and otherwise, as required.
5.2 The three sub-groups (Advocacy and Communication, Standards and Education, and Practitioner) shall meet at least three times a year, normally via conference call, and otherwise, as required.
5.3 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The general Group members include Group Chair and Co-chair, Chairs and Co-chairs for the Advocacy and Communication, Standards and Education and Practitioners subgroups, two CEP (or equivalent) international representatives, one patient representative and one member of the AHCS Executive team. All Group Chairs and Co-chairs must be AHCS registered Clinical Exercise Physiologists. The members will be assembled in the first instance with roles up for review after 2025.

6.2 For the general Group members, appointments will be led by the Chair of the Group. Appointments will be confirmed by the Chief Executive Officer.
6.3 The Ex-officio members include CASES Professional Standards Officer and two AHCS external examiners.
6.4 Ex-officio members shall hold a post for the duration of their tenure. All other representatives shall normally hold post for three years and will be eligible to renew their position subject to approval by the Chief Executive Officer.
6.5 In the absence of the Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
6.6 Only members of the Group have the right to vote at meetings.

7 Quorum

7.1 A quorum exists when more than half of the voting members of the Group are present at meetings.

8 Decision Making

8.1 Decisions of the Group and each of the three subgroups must be supported by a majority decision.
8.2 Every non-Ex-officio member of the Group 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.
8.3 Members of the three subgroups shall have one vote if they are members of CASES and in the eventuality of 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 Group's performance, constitution, and terms of reference every year (for the first three years) to ensure it is operating at maximum effectiveness and make any changes it considers necessary.

10 Remuneration

10.1 The roles of the Group Chair and Members are not accompanied by any financial remuneration.
10.2 If a Group meeting is held face-to-face, the travel and meeting expenses for UK-based Advisory Group members will be reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG5
Equity, Diversity & Inclusion Advisory Group

1 Purpose

1.1 To be responsible for the development and implementation of an Equity, Diversity and Inclusion strategy, ensuring that there is an integrated, proactive approach to equity, diversity and inclusion that is informed by sector best practice.

2 Role

The Equity, Diversity & Inclusion Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Support CASES to increase diversity and inclusion in the sport and exercise sciences.
2.2 Develop an Equity, Diversity and Inclusion Progression Framework and monitor progress against diversity objectives, action plans and any associated targets.
2.3 Support CASES Operations staff and members with developing knowledge and confidence around equity, diversity, and inclusion.
2.4 Promote examples of diversity and inclusion across CASES from prioritisation through to dissemination and putting research into practice.
2.5 Provide resources and guidance that are current and practical.
2.6 Ensure that communication about equity, diversity and inclusivity is effective, appropriate and raises awareness about CASES' progress.
2.7 Use networks to facilitate best practice between communities and the wider membership.
2.8 Work with the Chief Executive Officer to ensure that appropriate equity, diversity, and inclusion information is provided to members, staff and the Board.
2.9 Ensure Advisory Group members review and influence the EDI Advisory Group work programme.

3 Authority

3.1 The Advisory Group has the delegated authority to review processes for ensuring the suitability and effectiveness of the CASES' Diversity and Inclusion Progression Framework and monitor embedding equity, diversity and inclusion strategy into the wider Association.

4 Reporting

4.1 The Advisory Group Chair shall report to the Governance Committee.
4.2 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 at least four times a year, normally via conference call, and otherwise as required.
5.2 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 up to eight members who will reflect a broad cross-section of experience, knowledge, and interests, preferably drawn from all divisions.
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 Chief Executive Officer will sit on the Advisory Group as an ex-officio member. CASES will provide administrative support.
6.8 The Board Diversity Champion may attend meetings.
6.9 Appointed members shall normally hold post for a three-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 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 Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.
10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG6
Integrity Advisory Group

1 Purpose

1.1 To be responsible for advising the Board on matters relating to Safeguarding, Welfare, Duty of Care, Ethics, Clean Sport, Whistleblowing and SEPAR candidate pre-application stage checks.

2 Role

The Integrity Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Support policy, education, and reporting requirements in relation to Safeguarding, Welfare, Duty of Care and Clean Sport.
2.2 Oversee the establishment, maintenance and review of the Association's ethics and integrity framework and rules.
2.3 Advise on issues at an operational level that impact on the Association's performance and reputation.
2.4 Advise on the ethical behaviours and culture of the Association.
2.5 Review the Association's Whistleblowing policy.
2.6 Review the remit of the Criminal Convictions and Applications Review Panel (CCARP).
2.7 Support sporting organisations to recruit and employ accredited and/or registered practitioners.

3 Authority

3.1 The Advisory Group has the delegated authority to proactively consider and make recommendations to the Board, through the Professional Standards Committee, on policy, education, and reporting requirements in relation to the duties outlined within clause 2.

4 Reporting

4.1 The Advisory Group Chair shall report to the Professional Standards Committee.
4.2 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 at least four times a year, normally via conference call, and otherwise as required.
5.2 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 up to eight members who will reflect a broad cross-section of experience, knowledge, and interests, preferably drawn from all divisions.
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 Chief Executive Officer will sit on the Advisory Group as an ex-officio member.

6.8 A member of the CASES Operational Team will provide administrative support.

6.9 Appointed members shall normally hold post for a three-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 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 Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG7
Accreditation Advisory Group

1 Purpose

To be responsible for all aspects of the Accreditation and Supervised Experience (SE) scheme, including professional standards and quality assurance, reviewing applications, developing support materials and providing guidance for applicants.

2 Role

The Accreditation 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 re-/accreditation applications and provide feedback against set criteria.
2.2 Review Chartered Scientist (CSci) audits as per the current process, confirming those to be maintained upon the Science Council Register.
2.3 Review Registered Scientist (RSci) applications, confirming those to be added to the Science Council Register
2.4 Review Registered Science Technician (RSciTech) applications, confirming those to be added to the Science Council Register.
2.5 Be responsible for maintaining and developing the reputation and profile of SE and Accreditation.
2.6 Periodically determine whether the service meets members' and end users' expectations.
2.7 Support the CASES Operational Team with any technical queries regarding the accreditation process, dealing with issues as and when they arise.

3 Authority

3.1 The Advisory Group shall have the delegated authority to review and update the criteria for CASES Accreditation.

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 accreditation and re-accreditation 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 twice a year, normally via conference call, (usually in February/March and August/September) and otherwise as required.
5.2 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 up to ten members, from different disciplinary specialisms and categories of professional practice.

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 Committee have the right to vote at meetings.
6.7 The CASES Professional Development Manager will sit on the Advisory Group as an ex-officio member.
6.8 The CASES Professional Standards Officer will provide secretarial support to the Advisory Group.
6.9 Appointed members shall normally hold post for a minimum three-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 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 Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.
10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.
10.3 It is noted that there is a nominal fee paid for reviewing applications.

Terms of Reference
Appendix AG21
High Performance Sport Accreditation (HPSA) Advisory Group

1 Purpose

To be responsible for all aspects of the High Performance Sport Accreditation (HPSA) scheme, including professional standards and quality assurance, reviewing applications, developing support materials and providing guidance for applicants.

2 Role

The High Performance Sport Accreditation 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 re-/accreditation applications and provide feedback against set criteria.
2.2 Be responsible for maintaining and developing the reputation and profile of HPSA.
2.3 Periodically determine whether the service meets members' and end users' expectations.
2.4 Support the CASES Operational Team with any technical queries regarding the HPSA process, dealing with issues as and when they arise.

3 Authority

3.1 The Advisory Group shall have the delegated authority to review and update the criteria for HPSA Accreditation.

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 accreditation and re-accreditation 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 twice a year, normally via conference call, (usually in February/March and August/September) and otherwise as required.
5.2 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 up to ten members, from different disciplinary specialisms and categories of professional practice.
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 Committee have the right to vote at meetings.
6.7 The CASES Professional Development Manager will sit on the Advisory Group as an ex-officio member.

6.8 The CASES Professional Standards Officer will provide secretarial support to the Advisory Group.

6.9 Appointed members shall normally hold post for a minimum three-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 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 Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

10.3 It is noted that there is a nominal fee paid for reviewing applications.

Terms of Reference
Appendix AG8
Sport & Exercise Psychology Accreditation Route Advisory Group

1 Purpose

1.1 To be responsible for all aspects of the Sport and Exercise Psychology Accreditation Route (SEPAR), including quality assurance, marketing, communications, assessing, and alignment to the Health and Care Professions Council (HCPC) Standards of Education and Training and Standards of Proficiency.

2 Role

The Sport and Exercise Psychology Accreditation Route 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 and monitor all aspects associated with quality assurance (e.g., SEPAR documentation, provision of candidate feedback).
2.2 Review and monitor discipline needs for ensuring alignment to the HCPC Standards of Education and Training, and Standards of Proficiency.
2.3 Systematically determine whether the service meets members' and end users' needs and expectations.
2.4 Maintain and develop the reputation of SEPAR via engagement in marketing and communications, promoting the broader role of CASES to wider society. Support the development of the HCPC annual monitoring documentation.
2.5 Note any matters arising from the DBS process should any criminal conviction panels be convened.
2.6 Monitor Equal Opportunities data and address arising issues where appropriate.
2.7 Receive and respond to learner complaints and academic appeals.

3 Authority

3.1 The Advisory Group Chair will be the designated point of contact for the HCPC.
3.2 The Advisory Group shall have the delegated authority to review and update the criteria for SEPAR.

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 endorsements 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.

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5 Frequency of Meetings

5.1 The Advisory Group shall hold two Decision meetings and four Sub-Group meetings a year, normally via conference call, and otherwise as required.
5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The general Advisory Group members include: two reviewer representatives, two candidate representatives, two supervisor representatives, and two end-user representatives.

6.2 Appointments for general Advisory Group members will normally be via an open application process that will be led by the SEPAR Officer. Appointments will be confirmed by the Chief Executive Officer.

6.3 The Ex-officio members include: Advisory Group Chair, Division of Psychology Chair, Division of Psychology CPD representative, CASES SEPAR Officer, and two external examiners.

6.4 Ex-officio members shall hold a post for the duration of their tenure. All other representatives shall normally hold post for three years and will be eligible to renew their position subject to approval.

6.5 In the absence of the Advisory Group Chair, the Deputy Chair will take responsibility for the running and chairing of the meeting.

6.6 Only members of the Advisory Group have the right to vote at meetings.

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.

8.2 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 Advisory 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 the Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

10.3 It is noted that there is a nominal fee paid to SEPAR Reviewers for reviewing candidate applications.

Terms of Reference
Appendix AG9

Sport and Exercise Psychology Accreditation Route (SEPAR) Criminal Convictions and Applications Review Panel (CCARP)

1 Purpose

To be responsible for advising the Sport & Exercise Psychology Accreditation Route Advisory Group (SEPAR-AG) on matters relating to SEPAR candidate pre-application stage checks including, but not limited to identity, DBS alternative checks (where not available for international applicants) and DBS outcomes where a disclosure(s) is shown.

2 Role

The Criminal Convictions and Applications Review Panel (herein after referred to as CCARP) should carry out the duties below as appropriate. The CCARP shall:

2.1 Support policy development and the education of those associated with SEPAR regarding SEPAR candidate pre-application stage checks, including identity, DBS alternative checks and DBS outcomes, where a disclosure(s) is shown.

2.2 Oversee the establishment, maintenance, and review of SEPAR pre-application checks.

2.3 Advise on issues at an operational level that impact on the SEPAR performance and the wider reputation of CASES.

3 Authority

3.1 The CCARP has the delegated authority to proactively consider and make recommendations to the SEPAR Advisory Group (SEPAR-AG) and the Integrity Advisory Group (IAG), on policy, education, and reporting requirements in relation to the duties outlined within clause 2.

4 Reporting

4.1 The CCARP will feed into both the IAG and the SEPAR-AG, ultimately reporting to the Professional Standards Committee (PSC).

4.2 The CCARP outcomes will be included within the SEPAR-AG annual report.

5 Frequency of Meetings

5.1 The CCARP will meet as required and on request from SEPAR-AG normally via conference call.

5.2 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 The CCARP will normally comprise of the following individuals: IAG Chair; SEPAR-AG Chair; Psychology Division Chair; Chief Executive Officer and Independent Non-Executive Director.

6.2 The CASES SEPAR Officer will provide administrative support.

6.3 The Chair will be the Chair of the IAG.

6.4 In the absence of the Chair, the remaining members present shall elect one of themselves to chair the meeting.

6.5 Only members of the CCARP have the right to attend and vote at meetings.

6.6 Appointed members shall normally hold post for the period of their role.

7 Quorum

7.1 A quorum is to consist of more than half of the voting members of the CCARP.

8 Decision Making

8.1 Decisions of the CCARP 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 CCARP 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 CCARP Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for CCARP Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG10
HE Endorsement Scheme Advisory Group

1 Purpose

1.1 To be responsible for all aspects of the CASES 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 CASES' 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 CASES 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. 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 CASES 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 CASES.

Terms of Reference
Appendix AG11
Laboratory Accreditation Advisory Group

1 Purpose

1.1 To be responsible for all aspects of the CASES Laboratory Accreditation scheme, including quality assurance and reviewing.

2 Role

The Laboratory Accreditation 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 Be responsible for maintaining and developing the reputation and profile of CASES Lab Accreditation.
2.3 Periodically determine whether the service meets end users' expectations.
2.4 Support the CASES Operational Team with any technical queries regarding the accreditation process, dealing with issues as and when they arise.

3 Authority

3.1 The Advisory Group shall have the delegated authority to review and update the criteria for CASES Lab accreditation.

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 normally meet two times a year, normally via conference call, and otherwise as required.
5.2 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 between seven and 10 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 CASES Professional Standards Officer will provide administrative support to the Advisory Group.
6.8 Appointed members shall normally hold post for a four-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 and for undertaking site visits.

10.3 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG12
Student Advisory Group

1 Purpose

1.1 To support the Board in their responsibilities for the quality of the CASES student experience

1.2 To provide a regular opportunity for student members to raise issues of concern or importance as they relate to the CASES experience.

2 Role

The Student Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Advise the Chief Executive Officer on strategic activity in support of an excellent student membership experience, with emphasis on student opportunities, student engagement and the learning environment CASES provides.

2.2 Support the Chief Executive Officer in developing action plans to enhance the student CASES experience.

2.3 Monitor the churn between student- to full professional membership following graduation and identify solutions to reduce the level.

2.4 Receive and monitor student satisfaction surveys (via the main member satisfaction survey) offering ideas on any issues where satisfaction appears to be falling, or otherwise gives cause for concern.

2.5 Provide a forum for discussing and monitoring collaborative progress against agreed actions on the key priorities of the student membership.

2.6 Commission new work to help address shared priorities through establishing task and finish groups.

2.7 Have oversight of the mechanisms and systems which enables student members to provide feedback on all aspects of their CASES experience.

2.8 To benchmark the CASES student experience against competitors and best practice within the science sector, sharing what learnings can be brought from the higher rated ones.

2.9 To support the local organising committee for the student elements of the annual Combined Conference, which is a key point at which students connect with CASES. The Advisory Group may provide an annual update on how well the Conference was attended, key points of engagement, etc.

3 Authority

9.1 The Advisory Group has the delegated authority to recommend actions to enhance the CASES student experience.

4 Reporting

4.1 The Advisory Group Chair shall report to the Stakeholder Committee on all matters within the Advisory Group's duties and responsibilities.

4.2 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 at least three times a year, normally via conference call, and otherwise as required.

5.2 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 up to 10 members, drawn from all six divisions, including one Undergraduate and one Postgraduate member per division.

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 CASES Marketing and Communications Manager will sit on the Advisory Group as an ex-officio member and will provide secretarial support to the Advisory Group.

6.8 Appointed members shall normally hold post for a two-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 Committee.

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 Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel, meeting and conference-attendance expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG13
Heads of Department Advisory Group

1 Purpose

1.1 To be responsible for the technical content and planning of the annual Heads of Department event.

2 Role

The Heads of Department Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Consider key topics, themes, and speakers.
2.2 Confirm the Keynote speakers and Invited Guest Speakers, liaising with them over their involvement in the event delivery.
2.3 Attend the annual Heads of Department event and chair any sessions.
2.4 Contribute to a debrief of the event, making recommendations for the successful planning of the next annual event.

3 Authority

3.1 The Advisory Group shall have the delegated authority to consider and confirm the invited Guest Speakers for the annual event.

4 Reporting

4.1 The Advisory Group Chair shall report to the Stakeholder Committee on all matters within the Advisory Group's duties and responsibilities.
4.2 Details of confirmed speakers and programme overview will be included within *The Sport and Exercise Scientist*.
4.3 Details of the annual Heads of Department event will be included in the Association's Annual Review.

5 Frequency of Meetings

5.1 The Advisory Group shall meet at least two times a year, normally via conference call, and otherwise as required.
5.2 Additional deliberations may be conducted via e-mail, 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 up to seven members, covering a broad range of expertise and disciplines.
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 on issues.
6.7 The BCASES Administrator will provide administrative support to the Advisory Group.
6.8 Appointed members shall normally hold post for a two-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 Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel, meeting and Conference-attendance expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG14
The Sport and Exercise Scientist Editorial Group

1 Purpose

1.1 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.

2 Role

The Sport and Exercise Scientist (TSES) Editorial Advisory Group (herein after referred to as 'Editorial Group') should carry out the duties below as appropriate. The Editorial Group shall:

2.1 Shape the content of four editions of TSES each year – Spring, Summer, Autumn and Winter.
2.2 Engage with the Division Chair and Division CPD Rep over proposed articles.
2.3 Meet CASES members' CPD needs.
2.4 Build the Association's brand.

3 Authority

3.1 The Editorial Group is accountable to the CASES Board and shall have the delegated authority to consider and confirm the content for all TSES editions.

4 Reporting

4.1 The Editor of TSES shall report to the Learning & Development Committee on all matters within the Editorial Group's duties and responsibilities.
4.2 The Editorial Group shall produce an annual report about its activities, to be included in the Association's Annual Review.

5 Frequency of Meetings

5.1 The Editorial Group shall generally meet four times a year, normally via conference call, and otherwise as required.
5.2 An annual face-to-face meeting may take place, if required.
5.3 Additional deliberations may be conducted via e-mail between meetings, as required.

6 Membership and Voting

6.1 Recruitment of TSES Editor will be through open recruitment.
6.2 The Appointments and Remuneration Committee will appoint TSES Editor, who will Chair the Editorial Group.
6.3 Appointments onto the Editorial Group will be confirmed by TSES Editor.
6.4 The Editorial Group will normally comprise of approximately 14 individuals with Division-specific expertise and a Book and Resource Review Editor.
6.5 In the absence of the Editorial Group Chair, the remaining members present shall elect one of themselves to chair the meeting.
6.6 Only members of the Editorial Group have the right to vote at meetings.
6.7 The Chair shall record the notes / actions of the meetings, before sharing them with the Editorial Group.
6.8 Appointed members shall normally hold post for a 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 Editorial Group.

8 Decision Making

8.1 Decisions of the Editorial 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 Editorial 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 TSES Editor is a salaried consultant position.

10.2 The roles of Editorial Group members are not accompanied by any financial remuneration.

10.3 Travel and meeting expenses for TSES Editorial Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG15
CASES Conference Scientific Planning Group

1 Purpose

1.1 To be responsible for the technical content and planning of the annual combined CASES Conference.

2 Role

The CASES Conference Scientific 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 CASES 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. Membership will also include nominated staff from the Host Institute and staff from K C Jones, CASES' Conference Management Team).
6.2 Appointments will be confirmed by the Chief Executive Officer.
6.3 Excluding the Host Institution Reps and KC Jones' staff, 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 CASES 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. For a Combined Conference, the nominated members from the Host Institution will serve on the Group until the post-Conference activities for that event have been concluded.

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 CASES.

Terms of Reference
Appendix AG16
CPD Advisory Group

1 Purpose

1.1 To promote and facilitate good practice in all aspects of education, training, and professional development for CASES members.

1.2 To provide a Spring-Summer and Autumn-Winter workshop and webinar programme.

2 Role

The CPD Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Develop and promote a CASES Spring-Summer and Autumn-Winter CPD programme. The overall annual programme should normally comprise one workshop, one Division Day and four webinars each year per Division..

2.2 In developing the programme, the Advisory Group should liaise with Divisions, Special Interest Groups, Fellows, CASES members and other professional associations. The workshops and webinars need to cater for those on Supervised Experience, accredited individuals and other CASES members who may not be seeking accreditation.

2.3 Proactively seek individuals to run workshops and webinars.

2.4 Provide advice to individuals volunteering to run workshops and webinars.

2.5 Provide feedback on the quality of submitted formal proposals.

- 2.5.1 whether the topic area is one of interest and it is worth submitting a formal proposal.
- 2.5.2 whether the programme is likely to be of interest to CASES members.
- 2.5.3 whether the presenters are professionally qualified to deliver the programme.
- 2.5.4 whether the programme has adequate interactive content.
- 2.5.5 whether the proposal form is written in a style appropriate for promotional purposes.
- 2.5.6 whether the overall CPD programme is balanced and the scheduling of workshops and webinars is appropriate.

2.6 Based on the considerations above, make a decision whether the workshop or webinar should be accepted, deferred to the either the next six-month programme or to the following year, or not accepted, providing constructive feedback that can be provided to the applicant.

2.7 Ensure proposals adhere to the *Guide to Hosting a Workshop Guidelines* and *Webinar Presenter Guidelines.*

3 Authority

3.1 The Advisory Group shall have the delegated authority to plan and promote the suite of CPD events for CASES members across the year.

4 Reporting

4.1 The Advisory Group Chair shall report to the Learning & Development Committee on all matters within the Advisory Group's duties and responsibilities.

4.2 Details of confirmed CPD events will be placed on the CASES website, in the monthly member newsletter, promoted on social media channels, and will be referenced within the 'Diary Dates' section of *The Sport and Exercise Scientist*.

5 Frequency of Meetings

5.1 The Advisory Group shall meet a minimum of two times a year, normally via conference call,

5.2 Additional deliberations may be conducted via e-mail, as required.

6 Membership and Voting

6.1 Recruitment as a CPD Division Representative will be through open recruitment.

6.2 The CPD Division Representatives are appointed by the Human Resources, Remuneration and Appointments Committee.

6.3 The Advisory Group will normally comprise of the six CPD Division Representatives plus the Lead Presenter of the Supervised Experience / SEPAR core modules.

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 The CASES CPD Provision Consultant will sit on the Committee as an ex-officio member.

6.7 The CASES Administrator will provide secretarial support to the Advisory Group, recording the notes / actions of the meetings, before sharing them with the Advisory Group.

6.8 Only members of the Advisory Group have the right to vote at meetings.

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 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 Advisory 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 Advisory Group Members are not accompanied by any financial remuneration.

10.2 Travel, meeting and Conference-attendance expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG17
Expert Statement Advisory Group

1 Purpose

1.1 To be responsible for reviewing all Expert Statements which are submitted to CASES twice a year (normally May and October). [There may be exceptional circumstances when statements are submitted and considered outside of these times.]

1.2 To be responsible for reviewing all Position Stands which are submitted to CASES.

2 Role

The CASES Expert Statement Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Consider the merits of all submitted Expert Statements and Position Stands, including

- 2.1.1 The importance, impact and interest of the topic.
- 2.1.2 The role of sport and exercise science within this topic.
- 2.1.3 The expertise of the development team.
- 2.1.4 Its uniqueness to existing CASES Expert Statements and Position Stands.

2.2 Conduct a review of the Expert Statement and Position Stand and offer feedback as to how the statement / stand can be improved.

2.3 Review subsequent iterations of the statement / stand.

2.4 Maintain a record of all published CASES Expert Statements and Position Stands, once the CASES Operational Team has collated this.

2.5 Determine a review date for all published Expert Statements and Position Stands.

2.6 Make recommendations to CASES Board on the removal or updating of all published Expert Statements and Position Stands.

2.7 Ensure that the review is completed by the original team, or a new team, if relevant.

3 Authority

3.1 The Board will formally approve all Expert Statements and Position Stands.

4 Reporting

4.1 The Advisory Group Chair shall report to the Learning & Development Committee on all matters within the Advisory Group's duties and responsibilities.

4.2 The Expert Statements will be published in *The Sport and Exercise Scientist* and included on the CASES website.

4.3 Position Stands will be promoted and will be published on the CASES website.

4.4 Lead authors will be asked to present their Expert Statement within the CASES Annual Conference.

5 Frequency of Meetings

5.1 The Advisory Group shall conduct its work remotely, typically twice a year (around submission dates).

5.2 Additional deliberations may be conducted via e-mail, as required.

6 Membership

6.1 Recruitment onto the Advisory Group will be through open recruitment.

6.2 Appointments will be confirmed by members of the Board.

6.3 The Advisory Group will normally comprise of up to five members, covering a broad range of expertise and disciplines.

6.4 Appointed members shall normally hold post for a three-year period.

6.5 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 Panel.

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.

9 Other

9.1 The Chief Executive Officer shall review the Advisory 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 Advisory Group Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Panel members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG18
Awards Advisory Group

1 Purpose

1.1 To advise on, or determine, such awards, grants, and honours as are referred, or delegated, to it by the CASES Board.

1.2 The value of the awards and grants form part of the budget approved by the Board at the start of each financial year.

2 Role

The Awards 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 and revise terms of reference for CASES fellowships, awards, and grants.

2.2 select recipients for the CASES awards and grants.

2.3 draft terms of reference for new CASES awards and grants.

3 Authority

3.1 The Advisory Group shall have the delegated authority to review and confirm the winners of all CASES Awards and Grants.

3.2 The Advisory Group shall revert to the Finance and Risk Committee if they need to exceed the delegated budgetary authority.

4 Reporting

4.1 The Advisory Group Chair shall report to the Finance and Risk Committee on all matters within the Advisory Group's duties and responsibilities.

4.2 Details of successful Awards, Grants and Fellowships will be published in *The Sport and Exercise Scientist*.

4.3 The Advisory Group shall 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 a minimum of twice a year, normally via conference call,

5.2 Additional deliberations may be conducted via e-mail, 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 up to eight members, covering a broad range of expertise and disciplines.

6.4 Advisory Group members should be a CASES member and have some experience in marking/judging awards.

6.5 The Chair will be appointed from the membership of the Advisory Group.

6.6 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair the meeting.

6.7 Only members of the Advisory Group have the right to vote at meetings.

6.8 The CASES Senior Administrator will provide administrative support to the Advisory Group.

6.9 Appointed members shall normally hold post for a three-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 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 Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Committee members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG19
Membership Reps Advisory Group

1 Purpose

1.1 To support the Board in their responsibilities for the quality of the CASES members' experience

2 Role

The Membership Reps Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Advise the Chief Executive Officer on strategic activity in support of an excellent member experience, with emphasis on member opportunities, member engagement and the learning environment CASES provides.

2.2 Support the Chief Executive Officer in developing action plans to enhance the CASES' member experience.

2.3 Receive and monitor member satisfaction surveys offering ideas on any issues where satisfaction appears to be falling, or otherwise gives cause for concern.

2.4 Provide a forum for discussing and monitoring collaborative progress against agreed actions on the key priorities of the membership offer.

2.5 Commission new work to help address shared priorities through establishing task and finish groups.

2.6 Have oversight of the mechanisms and systems which enables members to provide feedback on all aspects of their CASES experience.

2.7 To benchmark the CASES member experience against competitors and best practice within the science sector, sharing what learnings can be brought from the higher rated ones.

3 Authority

23.1 The Advisory Group has the delegated authority to recommend actions to enhance the CASES member experience.

4 Reporting

4.1 The Advisory Group Chair shall report to the Stakeholder Committee on all matters within the Advisory Group's duties and responsibilities.

4.2 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 at least three times a year, normally via conference call, and otherwise as required.

5.2 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 up to six members, drawn from all six divisions.

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 CASES Marketing and Communications Manager will sit on the Advisory Group as an ex-officio member and will provide secretarial support to the Advisory Group.

6.8 Appointed members shall normally hold post for a two-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 Committee.

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 Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel, meeting and Conference-attendance expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.

Terms of Reference
Appendix AG20
Artificial Intelligence (AI) Advisory Group

1 Purpose

1.1 The purpose of Group is to create a resource which highlights the areas where AI is relevant to the discipline and profession of Sport and Exercise Science and which signposts members to expert information.

2 Role

The CASES Artificial Intelligence Advisory Group (herein after referred to as 'the Advisory Group') should carry out the duties below as appropriate. The Advisory Group shall:

2.1 Consider the best format for the resource to be published in
2.2 Create the resource for approval by the Board
2.3 Advise on the dissemination of the resource to ensure its maximum impact
2.4 Monitor the impact of the resource and suggest how it can be updated and improved over time
2.5 Propose to the Board what further action it needs to consider in relation to AI.

3 Authority

3.1 The Board will formally approve all outputs before being published.

4 Reporting

4.1 The Advisory Group, through its Chair, shall report directly to the Board on all matters within the Advisory Group's duties and responsibilities.
4.2 Notification of resources produced shall be shared with the membership and included on the CASES website.
4.3 A summary of the work of the Advisory Group will be included in the CASES Annual Report.

5 Frequency of Meetings

5.1 The Advisory Group shall conduct its work remotely.
5.2 Ongoing deliberations will be conducted via e-mail, as required.

6 Membership

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 up to eight members, who can contribute to both the technical and transformational aspects of AI in the field of Sport and Exercise Science. Members will have expertise across both traditional AI applications and emerging technologies like LLMs.
6.4 Appointed members shall normally hold post for a three-year period.
6.5 Members will be eligible to renew their position subject to approval by the Chief Executive Officer.
6.6 The Chair will be appointed from the membership of the Advisory Group.
6.7 In the absence of the Advisory Group Chair, the remaining members present shall elect one of themselves to chair that meeting / plan that submission.
6.8 A member of the CASES Operational Team will provide secretarial support to the Advisory Group.

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.

9 Other

9.1 The Chief Executive Officer shall review the Advisory 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 Advisory Group Chair and Members are not accompanied by any financial remuneration.

10.2 Travel and meeting expenses for Advisory Group members are reimbursed according to the policies and procedures of CASES.