Terms of Reference: Governing Board

Bureau of Fitness Standards · bureauoffitness.org

Document	BFS-TOR-01 · Terms of Reference: Governing Board
Edition	1.0 (interim)
Issued	19 November 2026
Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. Purpose

Active India Health and Fitness Trust, a registered public charitable trust established in 2008 (New Delhi), is the legal body that owns BFS. BFS is an independent division of the Trust, with its own committees, website, email, branding and ring-fenced accounts.

The Governing Board governs BFS as that division. Decisions on BFS standards, certification, accreditation, complaints and appeals are taken only by BFS committees, not by the Trust's other activities or any partner organisation. The Board sets strategy, approves policies and budgets, appoints the committees, and holds management to account. It does not take individual certification decisions.

2. Functions

1. Approve the BFS constitution, strategy, annual plan and budget.
2. Approve governance policies, including impartiality, conflict of interest, confidentiality, appeals, complaints and data protection, on the recommendation of the relevant committee.
3. Appoint the chairs and members of all committees and panels through the open nomination process, and remove members for cause.
4. Make sure BFS has the resources and financial stability to run its certification schemes impartially.
5. Receive the annual impartiality report and act on the Impartiality Committee's recommendations.
6. Approve the fee schedule, so that fees are the same for every candidate in the same scheme.

3. Composition

8 seats. Members are appointed by the Governing Board after an open call for nominations, for their expertise and the interest they represent, not as delegates of any organisation. No single stakeholder category may hold a majority.

Stakeholder category	Seats	Condition	Status
Independent chair	1	No current role with any training provider or employer of candidates	**Open, nominations invited**
Practising fitness professionals	2	—	**Open, nominations invited**
Educators or researchers in exercise science	1	—	**Open, nominations invited**
Clinician (physiotherapist or sports medicine)	1	—	**Open, nominations invited**
Employer or industry representative	1	—	**Open, nominations invited**
Public or consumer member	1	Not working in the fitness industry	**Open, nominations invited**
Finance, legal or governance expertise	1	—	**Open, nominations invited**

4. Quorum

Five members, including the chair or vice-chair and at least one public or consumer member. No stakeholder category may form a majority of those present.

5. Term of office

Three years, renewable once (maximum six consecutive years). Terms are staggered so that no more than one third of seats change in any year. Members may resign by written notice and may be removed by the Governing Board for failure to declare a conflict, breach of confidentiality, or repeated non-attendance.

6. Meetings

At least four times a year; extraordinary meetings on request of the chair or three members. Meetings may be held online. Minutes record attendance, declarations of interest, decisions

and reasons.

7. Conflicts of interest

- Every member signs the BFS Conflict of Interest declaration on appointment and renews it every year, and declares any new interest as soon as it arises.
- At the start of every meeting the chair asks for declarations on each agenda item; declarations are minuted.
- A member with an interest in an item leaves the discussion and the decision on that item. The chair decides on borderline cases; if the chair is conflicted, the vice-chair decides.
- No member may take part in any decision about a person they have trained, taught, employed, coached, assessed for a training provider, or are related to, within the previous 2 years.
- Members do not receive any payment linked to the outcome of a decision. Any honorarium is fixed in advance and published in the annual impartiality report.
- Members sign the BFS Confidentiality undertaking. Papers about individual candidates, examination content and complaints are confidential and are returned or destroyed after use.

8. Decision making

By consensus where possible, otherwise by simple majority of members present and not conflicted. The chair has a casting vote. Decisions are minuted with the reasons.

9. Reporting

Publishes an annual report and the annual impartiality report on the Transparency page.

10. Review

These terms of reference are reviewed at least every 3 years by the Governing Board.