



BCS, The Chartered Institute for IT

Early Career Executive

Terms of Reference

Responsible Body	Community Board
Version Number	1
Prepared by	Jon Jeffrey, Head of Community
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Summary of Revisions Made	Version	Date
Created draft	0.1	June 2020
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Modified draft	0.4	July 2020
Approved by Community Board at 6 August 2020 (CB/2020/022). See Community Board minutes CB/2020/028, see para 3.3	1	06 August 2020

NOTE: The control copy will be kept by the Registrar.

TERMS OF REFERENCE

Early Career Executive

1 Status

The Early Career Executive reports to the Institute's Community Board.

2 Purpose

The principal aims of the Early Career Executive are:-

- 2.1 To support the work of BCS in areas that influence early career professionals.
- 2.2 To advise the Institute on better ways to support and engage with the early career demographic.
- 2.3 To advocate on behalf of early career professionals to BCS, industry, policymakers and other bodies.
- 2.4 To establish and maintain a clear strategy for the development of the early career community within the Institute.
- 2.5 To ensure that Member Groups actively support early career professionals.
- 2.6 To champion BCS membership to early career professionals outside BCS and to promote their interests internally.

3 Key Responsibilities

In support of its purpose, the Early Career Executive will:-

- 3.1 Ensure that the Early Career Executive delivers its annual activity plans.
- 3.2 Manage the operations and finance of the Early Career Executive.
- 3.3 Ensure that the resources of the Early Career Executive are used wisely.
- 3.4 Support the aspirations and needs of early career professionals.
- 3.5 Work to increase the influence and relevance of the BCS to early career professionals.
- 3.6 Manage relationships with Early Career Advocates on each Member Group within the Community, including Branches, Specialist Groups, International Sections and Student Chapters.
- 3.7 Develop and maintain relationships with BCS Apprenticeship programmes.
- 3.8 Raise the public profile of BCS early career professionals.
- 3.9 Build relationships with industry to help support early career professionals.
- 3.10 Advise on policy in respect to early career professionals.
- 3.11 Advocate career development options to early career professionals.
- 3.12 Oversee the election to Council of Early Career Advocate (Young Professional Representatives) according to the rules prescribed by Community Board in the Member Group Rules.
- 3.13 Encourage early career professionals to volunteer for roles within the Institute.

- 3.14 Be responsible for ensuring that all its members receive appropriate training as prescribed by Trustee Board and Community Board from time-to-time.
- 3.15 Liaise with any part of the Institute working with early career professionals.

4 Strategic Planning and Management

- 4.1 The Executive will produce an annual activity plan, supporting the Community Board's aims, which will be reported to Community Board. It will review achievements against this plan at the end of each annual cycle.
- 4.2 The Executive will carry out an annual self-assessment of its performance and record any concerns. A summary of actions points will be reported to the Community Board.

5 Constitution and Membership

Members will be selected on the basis of their knowledge and expertise in the relevant area, to include broad representation from all stakeholder groups.

- 5.1 Voting members of the Executive shall comprise:-
 - Chair
 - Vice-Chair
 - Treasurer
 - Specialist Groups Officer
 - Branches Officer
 - Student Chapters Officer
 - International Sections Officer
 - Apprenticeships Officer
 - Public Engagement Officer
 - Industry Engagement Officer
 - Policy Engagement Officer
 - Career Development Officer
- 5.2 The Chair will be appointed through an interview panel process, overseen and ratified by Community Board. The role will be advertised on the Institute's web site.
- 5.3 All other members of the Executive will be appointed by the Chair and ratified by Community Board, following an advertisement for the role on the Institute's web site.
- 5.4 The Chair and Treasurer must be members of the Institute.
- 5.5 All appointments to the Early Career Executive shall be for renewable 18 month terms of office with a maximum of four consecutive terms.
- 5.6 The Executive may co-opt other, non-voting, members as they see fit.
- 5.7 The quorum shall be one quarter of the total voting membership of the Early Career Executive, rounded up to the nearest whole number, of which a majority should be members of the Institute.
- 5.8 All members must commit reasonable time and effort to the work of the Early Career Executive and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Early Career Executive may terminate their membership of the Executive, unless the non-attendance was owing to illness or other reasonable cause.

- 5.9 On the recommendation of the Chair of the Early Career Executive, the Community Board may cancel or suspend a member of the Executive where the member's actions have, in the opinion of the Executive and of the Community Board, been detrimental to the work of the Executive.
- 5.10 In the event that the Chair is unable to chair a meeting, the Vice-Chair will chair that particular meeting. If neither can chair the meeting then the Executive shall appoint another member of the Executive to chair that meeting.
- 5.11 In the event of a tied vote, the Chair (if present) shall have an additional casting vote.

6 Committees reporting to the Early Career Executive

The Executive may create standing committees or work groups for a discrete purpose provided such committees are predominately comprised of BCS members.

7 Approval and Review

These Terms of Reference shall be approved by the Community Board. The Executive will review them on an annual basis.