



# BCS, The Chartered Institute for IT

## Fellows Technical Advisory Group (F-TAG)

### Terms of Reference

Responsible Body	Community Board
Version Number	4.0
Prepared by	Alastair Revell
Date Approved	09 May 2023
Date Issued	15 June 2023
Date of Last Review	03 November 2023

Summary of Revisions Made	Version	Date
First Version Produced for Initiation of the Group	1.0	November 2020
Second Version Produced for Review	2.0	January 2021
Third Version Produced for Review	3.0	February 2021
Update to Reflect Transfer to Community Governance	3.5	21 April 2023
Approved by Community Board on 9 May 2023	4.0	09 May 2023
Changed "Chair of the Distinguished Fellow Nominations Committee" to "Chair, The Awards Committee and changed "Vice-President, Community" to Chair, Community Board".	4.1	03 November 2023

# TERMS OF REFERENCE

## Fellows Technical Advisory Group (F-TAG)

### 1 Status

- 1.1 The Fellows Technical Advisory Group (F-TAG) reports to the Community Board and is supported by the BCS Membership Team.
- 1.2 These Terms of Reference are subordinate to those of the Community Board and the Institute's hierarchy of regulations governing the Community Board and this Committee, including Trustee Board Guidelines for the Conduct of Business in BCS Boards and Committees. In the event of a conflict between these Terms of Reference and any of the superordinate regulations, in any scenario, then the superordinate regulations will prevail in order of their precedence.

### 2 Purpose

The purpose of F-TAG is to:

- Create a sector-leading technical advisory group, which distils insights on emerging technologies and techniques from the experience of leading BCS Fellows.
- Make these insights available to all members to support their career development, enhance their professionalism and increase their impact and influence. In doing so, F-TAG provides the thought leadership that supports BCS members to make IT good for society and make a positive impact on the UK economy.

The principal aims of F-TAG are to:

- 2.1 To create a knowledge hub for the exchange of ideas, innovation and guidance on emerging technologies and techniques.
- 2.2 To promote the insight and prestige of BCS Fellowship, advance professionalism and increase the value of BCS Membership.
- 2.3 To produce thought leadership on issues where BCS can make original contributions to advancing the profile and competitiveness of the UK.

### 3 Key Responsibilities

In support of its purpose, F-TAG will:

#### 3.1 Governance

- 3.1.1 Author and own high quality content - for example, 'white papers' - to support the purpose and aims outlined above.
- 3.1.2 Advise on the accuracy and balance of key messages for BCS to use in public to promote topics on the group's plan.
- 3.1.3 Work in collaboration with Member Groups and the membership, marketing and PR teams to ensure members are engaged in the topics and outputs.
- 3.1.4 Peer review content produced by Member Groups and advise on its suitability.
- 3.1.5 Establish working groups, subject to Community Board approval, to address specific topics. Such working groups will automatically dissolve when they complete their work or at the end of 12 months (unless renewed by the Community Board), whichever comes first.

#### 3.2 Advice

Provide advice and guidance to the Community Board on emerging technologies and techniques and recommend where future focus should be for campaigns and programmes.

### **3.3 Operational**

3.3.1 Participate in networking and promotional activities to build the brand and relevance of BCS.

3.3.2 Build good working relationships with the Executive team, Strategic Boards and Member Group committees.

### **3.4 External Stakeholders**

F-TAG will draw on their networks to provide additional resource and robustness to technical papers and opinion pieces.

## **4 Constitution and Membership**

4.1 The selection and appointment of F-TAG members will adhere to criteria agreed and published by the Community Board, taking into account F-TAG's requirements for skills, experience and/or links with key constituencies.

4.2 The Committee shall comprise:

- The Chair, appointed on the recommendation of the Community Board and ratified by the Trustee Board.
- A Vice-Chair, appointed on the recommendation of the Community Board.
- Up to 25 BCS Fellows in total.
- A senior manager of the Institute, nominated on the advice of the Chief Executive.

4.3 The Chair will be appointed through an interview panel process, overseen and ratified by the Community Board. The appointment as Chair will be for a three-year term and may be re-appointed for a second three-year term after which there must be a break of at least one year before serving in any capacity on F-TAG again.

4.4 The Chair will be an ex-officio member of the Community Board, reporting F-TAG business to the Board and reporting relevant items of business to F-TAG from the Board. They will cease to be a member of the Community Board if they cease to be Chair of F-TAG.

4.7 Appointments to F-TAG shall be made by a Selection Committee, based on nominations submitted by Fellows and members of the BCS strategic boards. Fellows will be selected based on their knowledge and expertise in relevant technical areas. The group should include broad and diverse representation from the BCS Fellowship.

4.8 The Selection Committee shall comprise:

- BCS Deputy President (Chair)
- Chair, The Awards Committee
- A BCS Distinguished Fellow
- Chair, Community Board
- F-TAG Chair
- Fellowship Chair

4.9 F-TAG members will all be Fellows of the Institute.

4.10 The appointment of all F-TAG members (except the Chair) shall be for a maximum of a three-year term, with the exception of the senior manager who will remain on F-TAG for as long as the Chief Executive sees fit. The Chair may re-appoint retiring members for further terms, subject to a year's break after a maximum of six years' unbroken service and ratification by the Community Board.

4.11 The quorum shall be one quarter of the total voting membership of F-TAG, rounded up to the nearest whole number and must be at least three.

4.12 In the event that the Chair is unable to be present at any F-TAG meeting, the Vice-Chair shall chair that particular F-TAG meeting. In the absence of both the appointed Chair and Vice-Chair, F-TAG will elect a member to act as Chair of the meeting, unless the appointed Chair appoints another prior to the meeting.

- 4.13 In the event of the Chair becoming vacant (for whatever reason), the Community Board may appoint an interim to serve in that capacity for up to six months subject to ratification by Trustee Board.
- 4.14 All members must commit reasonable time and effort to the work of F-TAG and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings, the Chair may terminate their membership of F-TAG, unless the non-attendance was owing to illness or other reasonable cause.
- 4.15 The Chair may request an electronic vote on an agenda item that cannot wait until the next scheduled meeting. Such a vote will be held in accordance with the 'Procedure for the Conduct of Electronic Meetings of BCS Boards and Committees'.
- 4.16 In the event of a tied vote, the Chair shall have an additional casting vote.
- 4.17 F-TAG shall usually be convened monthly.
- 4.18 On the recommendation of the Chair, the Community Board may cancel or suspend the membership of an F-TAG member where Community Board considers their actions are detrimental to the work of the Institute or F-TAG.
- 4.19 F-TAG members, in exercising their appointment, must put the interests of the Institute and the achievement of its objects above those of any constituent groups or areas of the Institute.
- 4.20 F-TAG members must make decisions entirely on merit. F-TAG members must publicly support F-TAG decisions, once taken, even if they do not privately agree with them.
- 4.21 In order to respond to urgent matters, the Chair or Vice-Chair may delegate a specified task to an ad-hoc group of at least three F-TAG members, provided that the ad-hoc group is open to all F-TAG members. In this case, Clause 4.11 shall not apply.

## **5 Planning and Management**

- 5.1 F-TAG will produce an annual content plan. It will review achievements against this plan at the end of each annual cycle.
- 5.2 F-TAG will carry out an annual self-assessment of its performance and report this to the Community Board.

## **6 Approval and Review**

- 6.1 These Terms of Reference shall be approved by the Community Board.
- 6.2 F-TAG shall review its terms of reference annually, usually at the first meeting following the AGM, and recommend amendments to the Community Board.