



# Community Support Committee (CSC)

## Member

### Community Support Committee

The Community Board created the Community Support Committee to identify, develop, adopt and share good practice within the community and encourage Member Groups to do likewise for the benefit of BCS members and in support of the Institute's Royal Charter and strategy.

### Brief

The role holder will support portfolio holders with delivery of projects and contribute to discussions at Community Support Committee meetings in a non-voting capacity, in particular the types of activity will include:

- Gathering requirements, developing case studies, and collating valuable information that can enable the Community Support Committee, BCS Community Team and Community Board to evaluate opportunities and make decisions for continuous improvement to benefit BCS members.
- Supporting the organisation of Community Support Committee events and conferences.
- Contributing to best practice and guidance to support Member Groups in their roles as BCS officers and volunteers.
- Contributing to the development of volunteer training resources.

The role holder will actively engage and support the Member Groups community in nurturing good practice.

The role holder, with the support of the Community Support Committee and BCS staff team, will deliver resources to enable Member Groups to deliver the BCS strategy at a local level.

### Key responsibilities and Actions

- Create and share best practice across Member Groups
- Support Community Support Committee (CSC) portfolio officers with initiatives and tasks
- Ensure learning from Member Groups is reported to the Community Support Committee (CSC), BCS Community Team and BCS Head Office (Swindon), and Community Board (CB)
- Share resources to enable Member Groups to support the delivery of BCS strategy in a local context
- Promulgate Member Group Rules and, when directed by the CB, consult on their development
- Ensure good communication with and between Member Groups, including liaising with CSC, BCS Community Team and BCS Head Office (Swindon)
- Support Member Groups by encouraging equality, diversity, and inclusion in their activities

### Our Expectations

#### Commitment

We expect the role holder will:

- Attend at least one Convention event a year as an active contributor.
- Attend Four (4) CSC committee meetings throughout the year.
- Be responsible for the completion of tasks that fall within the key responsibilities of this role.
- Carry out the responsibilities of this role effectively, using collaboration and communication tools adopting hybrid ways of working with members, volunteers, CSC, BCS Community Team and BCS Head Office (Swindon), and CB.



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## Personal specification

- Passionate about helping others to make a positive impact on people's technological knowledge advancement and their career development.
- Communicate with accuracy and effectiveness.
- Knowledge of the role and function of branches within the institute.
- Enthusiasm for supporting the branch member group community.
- Knowledge of using remote working tools such as MS Teams, email and other tools implemented by BCS Community Team and Head Office (Swindon).
- Communicate with BCS Community Team (Swindon) to ensure the right BCS Head Office stakeholders and teams are engaged to support and enable effective improvements.
- Able to meet the expectations of commitment for this role.

## Support

The Branches Community Officer will be supported by:

- The CB.
- The CSC.
- BCS Community Team (Swindon).
- BCS Head Office (Swindon) staff, via the BCS Community Team.

## Committee Membership

- The selection and appointment of Committee members will adhere to criteria agreed and published by the CB, considering the Committee's requirements for skills, experience and/or links with key constituencies.
- Membership of the committee is for a three-year term, with the possibility for a further three-year term, at the Chair's discretion.

## Volunteering at BCS

BCS provides a wide range of volunteering opportunities locally and nationally. Being a volunteer at BCS allows a unique chance to deliver aspects of our royal charter, it also provides a range of opportunities to develop skills and meet others passionate about Making IT Good for Society.

Volunteering with BCS can be an outlet to give back or a route to career development.

As part of BCS' aim to improve equality and diversity within the profession, we seek to increase the diversity of the Board and committee members. BCS, therefore, welcomes applications from under-represented groups such as women, black and minority ethnic, people with disabilities and the LGBT+ community.