BCS, The Chartered Institute for IT

Influence Board

Terms of Reference

Responsible Body	Trustee Board
Version Number	V4
Prepared by	Immediate Past President
Date Approved	12 July 2023
Date Issued	15 August 2023

Summary Of Revisions Made	Version	Date
First version	1.0	8/6/22
Adjustment to board membership numbers, plus other minor amendments	2.0	13/7/22
Amendments to board membership (section 6) to reflect the Vice President of Influence position and up to two members of Council being members of the Board.	3.0	12/5/23
Gender pronouns removed from Terms of Reference and replaced with the roles – Chair or Member	4.0	12/7/23

TERMS OF REFERENCE

Influence Board

1   Governance Structure of BCS

https://cdn.bcs.org/bcs-org-media/2504/boards-committees.pdf

2   Status

The Influence Board reports to the Trustee Board and focuses on how BCS effectively influences in support of its strategic objectives. The Board looks at how the Institute identifies and tackles the big issues facing our digital lives and to make sure the Institute is connecting industry, education and government to shape and bring about impactful change on society and our profession.

3   Purpose

The principal aims of the Board are:

3.1   To ensure that the Institute's influencing plans, activity, measures and outputs are of high quality and aligned to the Institute's strategic objectives

3.2   To horizon scan and monitor and review the external landscape to ensure the focus of our strategy and priority themes of influence are suitably aligned

3.3   To support and engage in effective external relations activity and the development of strategically important policies, position statements, thought leadership content and broader influencing output; ensuring activity is effective and impactful

3.4   To encourage and enable member input and engagement to the Institute's influencing work and its specific themes of focus, directly and/or through other BCS groups

3.5   Use personal industry knowledge and networks to contribute to communications outputs such as thought leadership, papers, blogs, podcasts, short videos etc.

4   Key Responsibilities

In support of its purpose the Board will:

GOVERNANCE:

4.1   Provide advice and guidance to Trustee Board on the influencing activity of the Institute and recommend where adjustments to strategic themes might be focussed

4.2   Work in collaboration with other BCS communities and the staff team to ensure members and informed and engaged in our influencing activity.

OPERATIONAL

4.3   Participate in networking and promoting the activities, brand and relevance of BCS to wider society, building external networks that further our strategic objectives

4.4   Build shared understanding and good working relationships with the executive and other boards

EXTERNAL STAKEHOLDERS

4.5   Influence Board members to develop and maintain their networks to provide additional resource and robustness to the contributions of the Board

MAIN PROCEDURES TO CARRY OUT

4.6   An annual self-assessment of its performance and record of any concerns. A summary of action points will be reported to Trustee Board

4.7   An annual assessment of risk elements relevant to the remit of the Board; and

4.8   In addition be responsible for ensuring that all its member receive appropriate training as prescribed by Trustee Board from time to time

4.9   Chair of the Board to work where possible with the other Chairs to ensure the work of the Board is focused, aligned and not duplicated.

5   Strategic Planning and Management

5.1   The Board will produce an annual activity plan supporting the Institute's one-year operational plan. It will review achievements against this plan at the end of each annual cycle.

6   Constitution and Membership

6.1   All appointments to the Board, except for the Chair, shall be based on nominations by the Board, subject to ratification by the Trustee Board. Members will be selected based on their knowledge and expertise in the relevant area, to include broad representation from all stakeholder groups.

6.2 Voting members of the Board shall comprise:
- The Chair appointed by the Trustee Board (usually the Vice-President for Influence)
- The Group Chief Executive
- A Director and/or senior manager of the Institute, nominated on the advice of the Chief Executive
- Up to two (2) members of Council
- Up to 12 other members. Such members may include those co-opted by the Chair

6.3   Appointments for all members shall be for a maximum of three years, except for the Director and senior manager who shall remain on the Board for as long as the Chief Executive sees fit

6.4   Initially at least three members will serve two-year terms

Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service

6.5   The quorum shall be one quarter of the total voting membership of the committee, rounded up to the nearest whole number

6.6   All members must commit reasonable time and effort to the work of the Board and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Board may terminate the member's membership of the Board unless the non-attendance was owing to illness or other reasonable cause

6.7   On the recommendation of the Chair of the Board, the Trustee Board may cancel or suspend the membership of that Board where the member's actions have, in the opinion of the Board and of the Trustee Board, been detrimental to the work of the Board

6.8   In the event that the Chair of the Board is unable to chair a Board meeting, the Chair or the Board shall appoint another Board member to chair that particular Board meeting

6.9 In the event of a tied vote, the Chair shall have an additional casting vote

7. Approval and Review

These Terms of Reference shall be approved by the Trustee Board. They form part of Trustee Board Regulations. The Influence Board will review them on an annual basis with the aim of submitting to Trustee Board by the first week in May for approval.