BCS, The Chartered Institute for IT

Fellowship Committee

Terms of Reference

Responsible Body	Community Board
Version Number	1.0
Prepared by	Alastair Revell
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Further Revision	0.4	12 June 2022
Further Revision	0.5	17 June 2022
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TERMS OF REFERENCE

Fellowship Committee

1   Status

1.1   The Fellowship Committee 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 principal aims of the Committee are to:

2.1   provide the necessary authority for the interpretation of the Fellowship criteria set by the Registrations and Standards Committee.

2.2   objectively review fellowship applicants as the ultimate arbiter to avoid ambiguity in the interpretation of the Fellowship criteria.

2.3   promote members into Fellowship.

2.4   support the assessment process for Fellows.

2.5   provide quality assurance for the assessment of Fellowship applications.

2.6   advise on the nature of communications to Fellows.

2.7   help develop attractive engagement opportunities to the Fellowship to support the delivery of our Royal Charter.

2.8   to promote the significance of BCS Fellowship.

3   Key Responsibilities

In support of its purpose, the Committee will:

3.1   review those applications that assessors have identified as needing adjudication and ensuring that any decisions are reviewed for the consistent application of the criteria. It may overturn a rejection of an original assessment by a Fellowship assessor.

3.2   feedback its decision for each overturned or clarified assessment to assessors and for inclusion in training material.

3.3   work with the Standards Manager to iterate the assessment criteria, soliciting and reviewing feedback.

3.4   periodically review the assessment of Fellows against the criteria and SLAs, bringing any quality issues in the assessment of applications to the attention of the Service Delivery Manager for Membership and Standards.

3.5   regularly review the data on both new applications and leavers and apply these insights to inform delivery against BCS diversity and inclusion goals.

3.6   encourage Fellows to volunteer, lead and inspire.

3.7   identify opportunities and recommend programmes to engage Fellows.

3.8   identify exemplary Fellows for case studies, F-TAG membership and thought leadership work with the Policy Team.

3.9   encourage Fellows to serve as mentors.

3.10   nominate individuals for Honorary Fellowship to be considered by Community Board.

3.11   advise on communication strategies for attracting both members and prominent non-members to BCS Fellowship.

4   Constitution and Membership

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

4.2   The Committee shall comprise:

- The Chair, (a fellow) appointed on the recommendation of the Community Board and ratified by the Trustee Board.

- Between 4 and 9 additional fellows

- Up to a further 2 BCS professional members who have not yet attained Fellowship to offer input into the interpretation of the assessment criteria.

- Head of Operations or other 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 the Committee again.

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

4.7   The Chair will appoint all other members of the Committee, subject to ratification by the Community Board. The Chair may make appointments conditional on a probationary term of up to 12 months in which case, full appointment will be subject to further ratification by the Community Board.

4.8   Committee members will be Professional Members of the Institute.

4.9   BCS staff will provide secretariat support.

4.10   The appointment of all committee members (except the Chair) shall be for a maximum of a three-year term, with the exception of the Head of Operations (or other manager) who will remain on the Committee 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 the Committee, 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 Committee meeting, the Chair shall appoint another Committee member to chair that particular Committee meeting. In the absence of an appointed Chair, the Committee will elect a member to act as Chair of 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 the Committee and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings, the Chair may terminate their membership of the Committee, 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   The Committee shall be convened, when necessary, but at least 4 times per year.

4.18   On the recommendation of the Chair, the Community Board may cancel or suspend the membership of a committee member where Community Board considers their actions are detrimental to the work of the Institute or Committee.

4.19   Committee 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   Committee members must make decisions entirely on merit. Committee members must publicly support Committee decisions, once taken, even if they do not privately agree with them.

5   Planning and Management

The Committee will produce an annual activity plan and report on its progress against this plan at the end of each annual cycle.

6   Approval and Review

6.1   These Terms of Reference shall be approved by the Community Board.

6.2   The Committee shall review its terms of reference annually, usually at the first meeting following the AGM, and recommend amendments to the Community Board.