BCS, The Chartered Institute for IT

The BCS IT LEADERS FORUM

Terms of Reference

Responsible Body	The BCS IT Leaders Forum Committee
Version Number	1.0
Prepared by	Dr David Miller
Date Approved	25/11/2022
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Summary of Revisions Made	Version	Date
Initial version Prepared by David Tidey	0.1	06/05/2011
Incorporation of updated MG Rules published by BCS	0.2	08/06/2012
Incorporation of comments following review by ELITE Committee	0.3	29/06/2012
Incorporation of comments following review by MB Policy Committee Chair.	0.4	04/07/2012
Updated following review and incorporation of changes Identified by ELITE/ BCS IT Leaders Forum Committee	0.5	14/7/2020
Section 6 Constitution and Committee Membership, is updated to remove restrictions on the number of co-opted members to the committee and demonstrate stronger alignment with BCS Member Group Rules.	0.6	24/10/2022
Rewording to avoid some ambiguity between this and Member Group Rules	0.65	1/11/2022
Approved Version 1	1.0	25/11/2022

TERMS OF REFERENCE/RULES

The BCS IT Leaders Forum

1. Introduction

These TOR/rules should be read in conjunction with the latest version of the Member Group Rules maintained by the Community Board, which are documented at http://volunteer.bcs.org/Rules.

This document outlines The BCS IT Leaders Forum specific rules and objectives.

2. Purpose

The principal purposes of The BCS IT Leaders Forum are:

- To be a leading forum for senior Information Technology managers and leaders, and to represent Senior IT Management within the BCS.

- To provide those members with opportunities to listen to informed opinion, exchange ideas and discuss common issues relating to innovative application, effective operation and strategic development within their IT environments, and in conjunction with such activities, provide the BCS, Industry, Commerce, Government and business as a whole, with authoritative leadership and direction in all such matters

3. Aims and Objectives

- Provide a forum for members to meet informally to exchange experiences and views and be informed by leading speakers and contributors in their field

- Hold regular events and initiatives for members, providing a pressure-free, non-commercial setting for networking, problem solving, and discussion

- Enable members to contribute to a foremost forum for CIOs, CTOs, IT Directors, and other IT leaders with links to other C-level UK and European associations and institutions

- Promote, represent, and influence the views of senior IT professionals within the BCS

- Provide feedback to the outside contributors to The BCS IT Leaders Forum events to inform them of our members views

- Encourage senior IT professionals to join the British Computer Society and The BCS IT Leaders Forum and adopt the high standards of professionalism promoted by the Society

- Champion recognition of excellence in IT Leadership

- Act as a focal point for the BCS to address computing leadership issues across business, the computing supply industry, academia, and government

4. BCS IT Leaders Forum Membership

4.1. Application is open to all BCS Fellows.

4.2. Application for membership is open to others that meet the *Membership Evaluation Criteria for The BCS IT Leaders Forum* on submission of a suitable current CV, or who are nominated by three current Committee members who are also professional members of the BCS.

4.3. Note that only members of The BCS IT Leaders Forum who are professional members of the BCS may vote at governance meetings such as the AGM or an EGM.

5. Strategic Planning and Management

The Committee shall produce an on-going activity plan supporting the Institute's one-year operational plan.

6. Constitution and Committee Membership

Note that unless otherwise stated, the above Member Group Rules will apply.

6.1. The Committee shall comprise up to 15 elected members, of whom the majority must be Professional Members of the Institute. The Committee can additionally include co-opted members and sub-committees as allowed for in the Member Group Rules.

6.2. Appointments for all Committee members shall be for three years, except for co-opted members who will appointed for the current year up to the next AGM. Retiring members may stand for re-election and co-opted members may seek nomination and election.

6.3. Committee Members are first nominated by the IT Leaders Forum members. In the event that nominations exceed the available Committee positions, there shall be an election and voting by all BCS ITLF members. This will normally take place before the AGM. Committee members take up their positions either at the next Member Group Annual General Meeting (AGM) or by a majority agreement if joining mid-year.

6.4. The Officers of the Committee are appointed by the Committee, either at the first Committee meeting following the AGM or as soon as practicable should a position fall vacant. The Officers (who will all be professional members of the institute) are:
> Chair
> Vice Chair (or Immediate Past Chair)
> Treasurer
> Inclusion Officer.

The Early Careers advocate is also a mandatory Committee role.

6.5. Committee members who are appointed as Officers will be appointed for an initial two year period. Officers can be appointed to the same position after the initial two year term, for two further terms of one year each.

7. Approval and Review

These Terms of Reference have been approved by The BCS IT Leaders Forum Committee and the BCS Community Board. The Committee will review them on a biannual basis, usually at the meeting immediately preceding the AGM, for approval after the AGM.