BCS, The Chartered Institute for IT

Community Board

Terms of Reference

Responsible Body	Trustee Board
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Prepared by	Alastair Revell
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Summary of Revisions Made	Version	Date
Approved amendments to Community Board (previously Membership Board) Terms of Reference. Approved by Trustee Board on 5 October 2016 (TB/2016/082 App 6). See Trustee Board minutes TB/2016/087 paras 14.2 and 14.3.	1.0	05 October 2016
Amendment to the groups who report to the Community Board Approved by Trustee Board on 7 June 2017 (TB/2017/047 App 1). See Trustee Board minutes TB/2017/053 para 11.	2.0	7 June 2017
Dissolution of the Best Practice Committee and the Policy Committee Creation of Programmes, Practice and Policy Committee Clarification of groups reporting to the Community Board	3.0	
Dissolution of the Programmes, Practice and Policy Committee Establishment of Community Support Committee Establishment of Fellowship and Membership Committee Chair of Executives given full voting rights Development of Portfolio Roles Categorisation of Specialist Groups Implementation of Trustee Board Paper TB/2021/050 Approved by Trustee Board at 24 November 2021 meeting (TB/2021/073 Appendix 1). See Trustee Board minutes TB/2021/079 item 13	4.0	04 November 2021
Dissolution of the Security & Privacy Executive. Appointment of Chairs of Reporting Bodies and Other Board Members Update to voting members list to reflect the above changes. Approved by the Community Board 25-27 January 2023. Ratified by Trustee Board at 08 February 2023 meeting.	5.0	24 January 2023

TERMS OF REFERENCE

Community Board

1   Status

The Community Board reports to the Institute's Trustee Board.

2   Purpose

The principal purpose of the Board is to:-

2.1   Ensure BCS membership meets the needs of the growing and diverse IT profession by advising the directors and staff on the value proposition.

2.2   Support the Institute's growth and retention strategies for individual and organisational membership, providing appropriate focus on each.

2.3   Maintain clear and inclusive individual and organisational membership structures and advise on the professional registrations structure (including chartered status).

2.4   Establish and maintain a clear strategy for the development of the Member Group Community.

2.5   Provide members, volunteers and Member Groups with encouragement and guidance through effective, responsive, and focused support.

2.6   Represent the concerns of members of the Institute that cannot be resolved through the normal management channels via the Board's Chair.

2.7   Manage the committees, executives, Member Groups and other bodies reporting to it.

2.8   Develop and maintain policies, procedures, and services to grow and sustain the membership of BCS, the Member Group community and its volunteers within the United Kingdom and internationally.

2.9   Provide strategic oversight of all aspects of BCS membership including recruitment, retention, and communication.

2.10   Provide oversight to the development of those members committees, executives, Member Groups and other bodies reporting to the Board.

2.11   Ensure that the Board's activities meet the objects of the Royal Charter.

2.12   Champion Member Groups both inside and outside the Institute.

2.13   Promote individual and organisational membership of the Institute.

2.14   Ensure that the Board's activities support the Institute's purpose and strategic objectives.

2.15   Engage organisations, especially those that employ IT professionals, in the Institute's purpose of making IT good for society.

2.16   Promote the IT profession and relevant professional standards to organisations and wider society with the ambition that the profession is valued and respected for excellence, rigour, creativity, and innovation for the benefit of all.

2.17   Ensure the Institute's activities enhance the knowledge and understanding of organisations and individuals of emerging technologies and techniques in technology.

2.18   Support the Institute's strategic imperative to be outward facing beyond the IT sector whilst being fully engaged with it.

2.19 Review the BCS Code of Conduct (Trustee Board Regulations, Schedule 3) and the Institute's disciplinary regulations (Trustee Board Regulations, Section VIII) at least annually and recommend changes to Trustee Board, where appropriate.

2.20 Ensure the risks arising from all activities undertaken to promote the IT profession are recognised and appropriately mitigated in accordance with the Institute's Risk Management Framework.

3 Key Responsibilities

In support of its purpose, the Board (with its reporting bodies) will:-

3.1 Provide governance around growing and sustaining all forms of Institute membership.

3.2 Support, guide and advise the directors and staff on progress relating to the Institute's strategic objectives affecting any aspect of membership and its engagement.

3.3 Ensure that Member Groups and members are supported by:-

- Providing clear and consistent policies and procedures for Member Groups as well as setting clear expectations for their performance and measuring their achievement
- Providing clear and consistent financial procedures
- Developing communities of IT supporters and other types of groups
- Facilitating liaison and collaboration between Member Groups and external groups
- Managing the lifecycle of Member Groups

3.4 Ensure processes and tools are in place to:-

- Enable and encourage effective communication between the Board, its reporting bodies, members, and other stakeholders
- Promote and enhance the sense of community within the Board, its reporting bodies, and Member Groups
- Make sure governance documents are available to all members

3.5 Engage with Trustee Board and Council on matters concerning membership, professional registrations and Member Groups; specifically, to assist Trustee Board in discharging its obligations under the relevant sections of BCS Byelaw 47 (sub paras (b) Membership, (c) Affiliates, (d) Branches, (e) Specialist Groups, (f) International Sections, (g) Awards and Byelaw 49.

3.6 Liaise with the other BCS Boards and committees over areas of common interest, in consultation with Member Groups, as appropriate.

3.7 Encourage and manage relationships with external communities with shared interests in *Making IT Good for Society*.

3.8 Propose, oversee, and communicate to all stakeholders the implementation of new initiatives covering all aspects of membership and communities, including retention and recruitment, membership products and services.

3.9   Maintain procedures to carry out:-

    i.   an annual review of the effectiveness of the Board in connection with its principal aims;

    ii.   a review halfway through each financial year of plans, activities, budget and actual spend of the Institute in connection with the activities overseen by the Board;

    iii.   an annual assessment of risk elements relevant to the remit of the Board; and

    iv.   the identification of appropriate members whose talents the Institute could benefit from developing.

3.10   Be responsible for ensuring that all its members receive appropriate training as prescribed by Trustee Board from time-to-time.

3.11   Promote awareness and engagement with the ethical issues for society in the advancement of Information Technology science and practice amongst members.

3.12   Form working parties led by a Board member to advise and make recommendations to the Board on specific issues, working to terms of reference and comprising of such individuals as recommended by the Chair, all subject to approval by the Board.

4   Strategic Planning and Management

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

4.2   The Board will carry out an annual self-assessment of its performance and record any concerns, reporting a summary of actions points to Trustee Board.

5   Constitution and Membership

5.1   Nominees for membership of the Board will be selected through an interview process based on their knowledge and expertise as relevant to the vacancy, which will be widely advertised. Every effort will be made to include broad representation from stakeholder groups. All appointments to the Board, apart from the Chair, shall be based on nominations by the Board, subject to ratification by the Trustee Board. The Trustee Board will appoint the Chair using a process it defines.

5.2   Voting members of the Board shall comprise:-

- The Chair appointed by the Trustee Board (usually the Vice-President for Community)
- A Director and/or senior manager of the Institute, nominated on the advice of the Chief Executive
- Up to two (2) Members of Council
- The six (6) chairs of its standing committees, executives and the technical advisory group who shall be appointed by the Trustee Board on the recommendation of the Board
- Up to ten (10) other members, of whom the majority should be Professional Members of the Institute. Such members may include those co-opted by the Chair and may include non-members to provide the Board with an external perspective.

5.3 Appointments for all members shall be for a maximum of three years, with the exception of the Director and/or senior manager who shall remain on the Board for as long as the Chief Executive sees fit. Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service, whereupon they must take a break of at least one year before they may be re-appointed again, with their period of service reset back to zero.

5.4 A Member of Council appointed to sit on the Board as a Council member shall only remain a member of the Board while they remain a Member of Council, regardless of their appointed term of office on the Board.

5.5 The Board may appoint members on an interim basis not exceeding six months, subject to Trustee Board ratification, without any advertisement to fill immediate vacancies. Any interim term shall count towards the maximum period of six years' service on the Board without a one-year break

5.6 The appointee to the chair of a Standing Committee, Executive or the Fellows Technical Advisory Group shall have their period of service reset to zero on the Board and the relevant reporting body on taking that office.

5.7 Any vacancy arising for a chair of a Standing Committee, Executive or the Fellows Technical Advisory Group shall be widely advertised regardless of whether the current incumbent is eligible for a further term, except where an interim appointment is made. The Board will usually advertise any other vacancies on an ongoing basis until they are filled.

5.8 The quorum shall be one quarter of the total voting membership of the Board, rounded up to the nearest whole number, of which a majority should be Professional Members of the Institute.

5.9 A member of the board who attends a meeting by means of any communication equipment which allows all persons participating in the meeting to hear and speak to each other for the entirety of any matter under consideration shall be deemed to be present in person for that part of the meeting and shall be entitled to vote or be counted in a quorum accordingly.

5.10 The Chair may appoint members of the Board to undertake the following areas of governance responsibility:

- Membership
- Inspiration
- Career Progression
- Organisational Engagement
- Inclusion and Diversity
- Community Expertise
- Community Development
- Communications

5.11 The Board may, through the Chair, invite others to attend its meetings as necessary to assist with the business of the Board. Such attendees will not have the right to vote.

5.12 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 (including electronic vote), the Board may terminate his or her membership of the Board unless the non-attendance was owing to illness or other reasonable cause.

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

5.14 In the event that the Chair is unable to chair a Board meeting, the Chair or otherwise the Board shall appoint another Board member to chair that particular Board meeting.

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

5.16 The Board shall be convened when necessary, but at least 4 times per year.

5.17 The Chair may request an electronic vote on an agenda item that cannot wait until the next scheduled meeting. The Board will hold such a vote in accordance with the 'Procedure for the Conduct of Electronic Meetings of BCS Boards and Committees'.

5.18 Board 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.

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

6 Committees and Bodies reporting to Community Board

6.1 The following Standing Committees of the Community Board report to it:-

- The Finance Committee with responsibility for supporting Member Group funding allocation; adherence to financial rules, processes and procedures; and supporting financial best practice across Member Groups.
- The Community Support Committee with responsibility for encouraging best practice; communication with and between Member Groups; and support provided to Member Groups
- The Fellowship Committee with responsibility for approving the election of individuals to the grade of Fellow and for developing the fellowship.

6.2 Community Board forms Executives to provide advice and leadership on specified and strategically aligned topic areas. Community Board charges these Executives to take the lead on Board approved annual activity plans.

The following Executives report to and advise the Community Board on their areas of defined responsibility:-

- Health & Care Executive
- Early Careers Executive

6.3 The Fellows Technical Advisory Group (FTAG) also reports to the Community Board in helping to provide technical advice to society.

6.4 All Member Groups report directly to the Community Board, including:-

- International and Domestic Sections
- Specialist Groups (Special Interest and Community Groups)
- Branches
- Student Chapters

7   Approval and Review

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