



BCS, The Chartered Institute for IT

Community Board

Terms of Reference

Responsible Body	Trustee Board
Version Number	3.0
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 at 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 at 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 6 February 2019: Trustee Board approved amendments proposed by the Community Board including the dissolution of the Best Practice Committee and Policy Committee, the creation of a new committee called the Programmes, Practice and Policy Committee and a new executive called the Early Careers Executive. See paper TB/2019/010 (para 1 d) and TB/2019/010 Appendix 2. See also Trustee Board minutes TB/2019/014 (para 9.3). 20 March 2019: Trustee Board approved an addition to the Community Board terms of reference for the Vice-President to develop and manage the President's Office member group engagement programme with the Deputy President. See TB/2019/019 (para 2.1) and TB/2019/019 Appendix 1 (item iii). See also See trustee Board minutes TB/2019/027 (para 6.1).	3.0	06 February 2019 & 20 March 2019

TERMS OF REFERENCE

Community Board

1 Status

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

2 Purpose

The principal aims of the Board are:-

- 2.1 To provide members, volunteers and Member Groups with encouragement and guidance, through effective, responsive and focused support and, via the Vice-President (Community), to represent members' concerns that cannot be resolved through the normal management channels.
- 2.2 To establish and maintain a clear strategy for the development of the Member Group Community.
- 2.3 To manage the groups reporting to it.
- 2.4 To develop and maintain policies, procedures and services to grow and sustain the membership of BCS, the member community and its volunteers within the United Kingdom and internationally.
- 2.5 To have strategic oversight of all aspects of BCS Membership including recruitment, retention and communication as well as the development of those members volunteering within that community.
- 2.6 To ensure that the Board's activities meet the objects of the Royal Charter.
- 2.7 To champion BCS membership and Member Groups within BCS and externally.
- 2.8 To ensure that the Board's activities support the Institute's purpose and strategic objectives:-
 - Build a powerful community that goes beyond IT that can help us achieve our purpose
 - Help IT practitioners meet meaningful standards that deliver results
 - Inspire debate around IT and foster learning for the good of society

3 Key Responsibilities

In support of its purpose the Board, with its committees, will:-

- 3.1 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
- 3.2 Ensure processes and tools are in place to:-
 - Enable and encourage effective communication between the Board, its committees, members and other stakeholders
 - Promote and enhance the sense of community within the Board and Member Groups
 - Ensure governance documents are available to all members
- 3.3 Engage with Trustee Board and Council on matters concerning membership 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.

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- 3.4 Liaise with the other BCS Boards and committees over areas of common interest, in consultation with Member Groups, as appropriate.
- 3.5 Encourage and manage relationships with external communities with shared interests in *Making IT Good for Society*.
- 3.6 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.
- 3.7 Be responsible for developing and managing the President's Office branch and specialist group Member Group engagement programme Linked to the President's Office through with the Deputy President.
- 3.8 Maintain procedures to carry out:-
 - i. an Annual Review of the effectiveness of the Board in connection with its principal aims;
 - ii. a review half way 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. that a standing item on the Board's agenda is to identify appropriate individuals to recommend for talent development.
- 3.9 Be responsible for ensuring that all its members receive appropriate training as prescribed by Trustee Board from time-to-time.

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 this 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. A summary of actions points will be reported to Trustee Board.

5 Constitution and Membership

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

- 5.1 Voting members of the Board shall comprise:-
 - The Vice-President (Community) (Chair)
 - A Director and/or senior manager of the Institute, nominated on the advice of the Chief Executive
 - Two (2) Members of Council
 - The chairs of its standing committees who shall be appointed by the Trustee Board on the recommendation of the Board
 - Up to Nine (9) other members, of whom the majority should be Professional Members of the Institute. Such members may include those co-opted by the Chair.
- 5.2 Appointments for all members shall be for a maximum of three years, with the exception of the Director and 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.
- 5.3 The quorum shall be one quarter of the total voting membership of the committee, rounded up to the nearest whole number, of which a majority should be Professional Members of the Institute.

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- 5.4 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 his or her membership of the Board, unless the non-attendance was owing to illness or other reasonable cause.
- 5.5 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.
- 5.6 In the event that the Vice-President is unable to chair a Board meeting, the Vice-President or otherwise the Board shall appoint another Board member to chair that particular Board meeting.
- 5.7 In the event of a tied vote, the Chair shall have an additional casting vote.

6 Committees and Member Group Communities reporting to Community Board

The following standing committees of the Community Board report to it:-

- The Finance Committee with responsibility for financial rules, processes and procedures for Member Groups
- The Programmes, Practice and Policy Committee with responsibility for non-financial processes, procedures and rules affecting members and Member Groups; encouraging best practice; communication with and between Member Groups; and support provided to Member Groups

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

- International and Domestic Sections
- Specialist Groups
- Branches
- Student Chapters

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

- Health & Care Executive
- Security & Privacy Executive
- Early Careers Executive

7 Approval and Review

These Terms of Reference shall be approved by the Trustee Board. 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.