

BCS Learning and Development Specialist Group Committee Member Profile

Role title : Secretary
2014 Role holder : Paul D Jagger

Role definition

The secretary is an elected Officer of the committee with overall responsibility for ensuring that the group is run in accordance with the rules for BCS member groups and higher BCS governance rules (Royal Charter & By Laws, Member Regulations, Code of Conduct).

Responsibilities

- Communication of future committee meetings (date, time, agenda, invite list, method of attendance), including the Annual General Meeting (AGM)
- Taking minutes at committee meetings
- Circulating draft minutes to the committee for review and approval
- Submission of approved minutes to BCS HQ for archive
- Ensuring the member group's constitution and website is in full accordance with BCS member group governance rules
- Maintaining a comprehensive and up to date understanding of the BCS member group governance rules, and knowledge of the key contacts at BCS HQ (Member groups' support team leader), and Membership Board Policy Committee Chair
- Briefing committee members on changes to the governance rules for member groups where necessary (e.g., if there is a material change in rules that impacts the group)
- Conducting the election process for committee officers prior to the AGM
- Announcing the election results at the AGM, and conducting any show of hands ballot or electronic voting that is necessary in the event of an office being contested
- Delivering a report at the AGM on any constitutional or rule changes that affect the member group
- Acting as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content

BCS Learning and Development Specialist Group Committee Member Profile

Role title : Chair
2014 Role holder : Jooli Atkins

Role definition

The Chair is an elected Officer of the committee with overall responsibility for representing the Group to BCS and the outside world and for presiding over meetings to ensure they are conducted in an orderly, efficient and respectful manner.

Responsibilities

- Chairing committee meetings and the AGM
- Ensuring that the group is represented at all levels within BCS and its membership as an Ambassador for the Group and BCS in general
- Introducing and chairing other meetings and events
- Acting as the 'face of' the group in relation to hospitality
- Acting as the first point of contact for the group
- Supporting the Secretary in their governance role
- Supporting the Treasurer by providing governance in relation to expenditure
- Delivering a report at the AGM on the past 12 months activities and providing a preview of the next 12 months
- Maintain contact with the lead of the BCS policy hub learning and development leads
- Acting as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content

BCS Learning and Development Specialist Group Committee Member Profile

Role title : Treasurer
2014 Role holder : Carol Hulm

Role definition

The Treasurer is an elected Officer of the committee with overall responsibility for ensuring that the group presents funding requests and expenses to BCS HQ in a timely and accurate fashion.

Responsibilities

- Receiving the monthly financial reports from the BCS and making sure they in order, and in line with the annual budget allocation
- Submitting the Annual Budget Request after agreeing with the Chair and Committee
- Submitting Funding Requests for Events
- Reviewing and signing off any expense claims which have been sent to the BCS
- Submitting expenses claims on behalf of Committee members
- Submitting End of Year Returns and any updated Signatory forms
- Providing a Treasurer's report for the AGM and updating the Committee at the monthly meetings
- Acting as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content

BCS Learning and Development Specialist Group Committee Member Profile

Role title : Membership Secretary
2014 Role holder : Graham Moor

Role definition

The Membership Secretary is an elected Officer of the committee with overall responsibility for coordination and communication of membership activities with Members, BCS HQ, and the Committee.

Responsibilities

- Liaison with BCS HQ to ensure maintenance of a list of all current members.
- Checking regularly for updates of membership changes from BCS
- Sending a personalised welcome email to new members of the group that will highlight the benefits of joining the group and guide them in how they might make the most of the Group.
- Manage and, where appropriate, answer any queries from the Members. Collate information on the type of questions being answered. Build a resource of FAQs for members
- Prepare and issue a report to the L&D SG Committee on a monthly basis, and at the AGM on number, increase/decrease, make up (nationality, level of membership etc.)
- Through liaison with the Committee, promote membership of the BCS L&D SG within and without BCS membership by inviting new communities of L&D practitioners to join the group, participate in events, and contribute ideas for new events, articles, and research activities
- Act as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content

BCS Learning and Development Specialist Group Committee Member Profile

Role title : External Relations
2014 Role holder : Kevin Streater

Role definition

The External Relations Officer is an elected Officer of the committee with overall responsibility for ensuring that the group develops relationships and communicates with industry bodies such as sector skills councils, trade associations, and other bodies that are of interest and importance to IT learning and development professionals.

Responsibilities

- Establishing communications channels with industry bodies that are of interest, relevance and importance to IT learning and development professionals
- Briefing committee members on relevant industry initiatives or debates in the learning and development space and how these might impact upon members of the specialist group
- Providing updates to the committee and specialist group members of events and initiatives being undertaken by other bodies of relevance and interest
- Initiating relationships with new organisations or initiatives as they develop and facilitating communication between those bodies and the specialist group and its members
- Providing support for committee initiatives that require engagement with organisations and consortia outwith the ordinary domain of the BCS whilst remaining within the L&D SG objectives
- Facilitating contact with organisations that influence BCS policy in learning and development topics
- Communicating the mission and interests of the specialist group to organisations in a related field of IT learning and development
- Supporting the chair in their role as an ambassador for the specialist group
- Acting as liaison with the BCS Academy
- Acting as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content

BCS Learning and Development Specialist Group Committee Member Profile

Role title : On-Line Co-ordinator
2014 Role holder : Vacant

Role definition

The On-line co-ordinator is an elected Officer of the committee responsible for:

- The online presence of the Specialist Group.
- Raising awareness of the BCS L&D Specialist Group and its activities in order to increase membership
- Online promotion of specific events that are arranged by the L&D Specialist Group
- Supporting BCS in its Social Media execution to raise BCS awareness overall

Responsibilities

- Liaise with the BCS web team to maintain and enhance the BCS L&D SG web pages on the BCS website in a timely fashion to ensure that:
 - The site reflects the most current membership of the SG committee
 - Details of all future planned events, and past events
 - Links to blogs, articles, video and audio content created by, or of relevance to the SG members.
 - Links to third party websites of relevance and interest to SG members
- Liaise with BCS HQ on Social Media activity, aligning to the BCS Social media policy as it is defined and implemented.
- Define and agree a Social Media Strategy for the L&D SG, in line with agreed BCS SM standards and where possible, in partnership with other relevant Specialist Groups
- Align to the Marketing Officer to create and deliver a complementary marketing message
- Own and Manage the LinkedIn Group. Monitor discussions; promote debate and activity in support of the L&D SG activity, keeping within BCS SM Guidelines
- Own and manage the BCS L&D SG Twitter Account(s). Promoting events, guiding traffic to the BCS Website, promoting specific Blogs or sharing other BCS activity
- Review the relevancy of other social media channels and implement accordingly
- Co-ordinate blog activity on behalf of the group.
- Act as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content

BCS Learning and Development Specialist Group Committee Member Profile

Role title : Marketing Officer
2014 Role holder : Vacant

Role definition

The Marketing Officer is an elected Officer of the committee with overall responsibility for all marketing activity related to the group.

Responsibilities

- Liaise with BCS HQ on marketing activity
- Define a marketing plan for the year, in support of planned activity, to cover advertising on the BCS website and any email campaigns
- Co-ordinate with the Social Media (SM) officer to ensure that SM channels, where appropriate are used to support planned activity
- Ensure that the content of the group website is current and relevant
- Maintain a log of all marketing activity, with related financial information
- Prepare, with input from other committee members, and have ownership of a group marketing plan
- Ensure that marketing activity is carried out within the allocated budget
- Coordination of articles for relevant publications, both BCS, e.g., IT Now and non-BCS, e.g., Training Journal
- Produce reports on the L&D Group marketing activity and its effectiveness
- Deliver a report at the AGM and as required by the L&D SG on all marketing activity
- Act as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content

BCS Learning and Development Specialist Group Committee Member Profile

Role title : Events Organiser
2014 Role holder : Michelle Kaye

Role definition

The Events Organiser is an elected Officer of the committee with overall responsibility for managing the Group's events schedule and liaising with speakers, the BCS, attendees and others concerned with planning, publicising and managing the Group's events to ensure successful outcomes.

Responsibilities

- Managing the events schedule
- Working with speakers, paper authors, and other event contributors. to agree dates, times and locations, etc
- Working with speakers to prepare event descriptions, speaker biographies and similar publicity materials
- Preparing the event budget form and event information form for submission to the BCS for approval
- Monitoring anticipated and actual attendance at events
- Hosting events (generally online)
- Acting as the first point of contact on respect of group events
- Reporting to the Committee on past, present and future events, attendance and other information
- Conducting any other organisation, publicity and coordination as is required to manage a successful programme of events
- Acting as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content

BCS Learning and Development Specialist Group Committee Member Profile

Role title : Academic Relations Officer
2014 Role holder : Vacant

Role definition

The Academic Relations Officer is an elected Officer of the committee with overall responsibility ensuring that the group develops relevant and appropriate relationships with educational bodies in the public and private sector including universities, colleges and schools and bodies representing computing and IT in an academic setting.

Responsibilities

- Establishing communications channels with academic institutions and bodies that are of interest, relevance and importance to IT learning and development professionals.
- Briefing committee members on relevant academic initiatives of relevance and interest to the membership of the group.
- Providing updates to the committee and specialist group members of events and being undertaken by academic bodies that are relevant to members, or where the group might support the initiative in some practical manner.
- Initiating relationships with relevant academic institutions and bodies, and facilitating communication between those bodies and the specialist group and its members
- Providing support for committee initiatives that require engagement with the BCS Academy and the Council of Professors and Heads of Computing (in UK Academia)
- Facilitating contact with academic organisations that influence BCS policy across the spectrum of compulsory, further and higher education.
- Communicating the mission, role and interests of the specialist group to such academic institutions and bodies as the group may be interested in partnering with.
- Supporting the chair in their role as an ambassador for the specialist group
- Acting as the primary focal point for liaison with the BCS Academy
- Acting as an Ambassador for the Group; representing the Group's values through professional practice and adherence to the BCS Code of Conduct
- Promoting the activities and objectives of the group wherever possible, through relevant thought leadership debate, articles, journals and online content