

# BCS, The Chartered Institute for IT

## BCS IT LEADERS FORUM

### Terms of Reference

Responsible Body	IT Leaders Forum Committee
Version Number	0.5
Prepared by	Jacqui Hogan
Date Approved	
Date Issued	

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

# TERMS OF REFERENCE/RULES

## BCS IT Leaders Forum

### 1 Introduction

These TOR/rules should be read in conjunction with the latest version of the Rules and Processes for Member Groups, which are documented at <http://volunteer.bcs.org/Rules>.

This document outlines 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 BCS IT Leaders Forum events to inform them of our members views
- Encourage senior IT professionals to join the British Computer Society and 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 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 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**

All appointments to the Committee shall be based on nominations by the membership and or Committee co-opted members.

6.1 Voting Members of the Committee shall comprise up to 15 nominated members, of whom the majority should be Professional Members of the Institute. The Committee can also include up to 3 co-opted members, subject to the total Committee membership not exceeding 15.

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

6.3 In the event that nominations exceed the available Committee positions, there shall be an election and voting by all BCS IT Leaders Forum members. This will normally take place before the AGM.

6.4 The quorum shall be 5 Committee members of which a majority must be Professional Members of the Institute.

6.5 To be in good standing, every Committee member must commit reasonable time and effort to the work of the Committee and make reasonable efforts to attend meetings. If a Committee member fails to attend three consecutive meetings the Committee may terminate his or her membership of the Committee unless the non-attendance was owing to illness or other reasonable cause.

6.6 On the recommendation of the Chair of the Committee, the Committee may cancel or suspend the membership of a member where the member's actions have, in the opinion of the Committee, been detrimental to the work of the Group.

6.7 In the event that the Chair is unable to chair a Committee meeting, the Chair or the Committee shall appoint another Committee member to chair that Committee meeting.

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

6.9 Appointment of Officers. 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 falls vacant. The Officers are:

Chair  
Vice Chair  
Secretary

Treasurer

6.10 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 shall be approved by the BCS IT Leaders Forum Committee and the BCS MB Policy Committee. The Committee will review them on a biannual basis, usually at the meeting immediately preceding the AGM, for approval after the AGM.