

## BCS, The Chartered Institute for IT

### BCS Community Board

### Finance Committee Terms of Reference

Responsible Body	BCS Community Board
Version	3.2
Prepared by	Ram Kundnani, Community Board Finance Committee Chair
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Summary Of Revisions Made	Version	Date
As required by Membership Board, modification of 4.3 to specify membership range and inclusion of Head of Member Groups. Correction of duplicated para nos. in 3. Insertion of new 4.4, re. support, and additions to (old) 4.5 & 4.6. (Qualified approval given at Mem. Board meeting 1 Sept 2010)	1.0	22 Sept 2010
Revisions throughout made to all references to Membership Board to reflect change of name to Community Board.	2.0	21.06.17
Revisions made to Appendix at paragraphs 1; removal of repetition, and 2 and 3; SFR and budget over-spend levels.	3.0	
Amendments throughout document to bring it up to date.	3.1	
Updated to including missing ) in Appendix 1 and confirmed approval limits include VAT. Approved by the Finance Committee on 21 July 2025, CBFC/2025/058.	3.2	21/07/2025
Ratified by the Community Board on 12 August 2025, CB/2025/051	4.0	12/08/2025

**TERMS OF REFERENCE**

**Community Board Finance Committee**

**1. Status**

The Community Board Finance Committee (CBFC) reports to the Community Board.

**2. Purpose**

The principal aims of the Committee are to:

- 2.1. Be responsible to the Community Board for the financial rules, processes and procedures for member groups.
- 2.2. Establish, administer, and allocate budgets for all member groups as directed by the Community Board.
- 2.3. Optimise the use and uptake of funds available to member groups by reviewing actual results and reallocating the budget where appropriate.

**3. Key Responsibilities**

In support of its purpose, the Committee will:

- 3.1. Analyse the current financial rules, procedures and processes for member groups.
- 3.2. Consult with member groups and others over desired changes.
- 3.3. Where appropriate, propose revised financial rules and publish after Community Board approval.
- 3.4. Ensure that the budget process is handled smoothly and in a timely fashion.

*This will include the budgetary process for events with a planning horizon spanning more than one financial year, as well as in-year management of the annual allocation to Member Groups.*

- 3.5. Provide clarity about how the amount allocated to individual member groups is determined and, within the constraints of the overall allocation, decide how to distribute funds among the various member groups.
- 3.6. To arbitrate between parties to prevent conflict over procedures.
- 3.7. Ensure effective and timely communication with the member groups over financial rules, regulations and processes.

**4. Constitution and Membership**

- 4.1. The Committee is envisaged as a small committee with the duty to consult and the ability to act quickly when necessary.
- 4.2. Committee members will be selected based on criteria agreed upon and published by the Community Board, relating to their skills, experience, and/or connections with key constituencies.
- 4.3. Membership of the Committee shall comprise:
  - The Chair is appointed on the recommendation of the Community Board and ratified by the Trustee Board.
  - At least 4, and not more than 8, members ratified by the Community Board.
  - Head of Community.

At least one member should also be a member of the Community Support Committee (CSC).

- 4.4. Secretariat support will be provided by BCS staff.
- 4.5. Appointments will be concurrent with the individual's term of office on the Community Board, or, if not a member of the Community Board, for a maximum of two three-year terms.
- 4.6. The quorum shall be four, of which a majority shall be Professional Members of the Institute.
- 4.7. Committee members who attend a meeting using any communication equipment which allows all persons participating in the meeting to hear and speak to each other shall be deemed to be present in person at the meeting and shall be entitled to vote and be counted in a quorum, accordingly.
- 4.8. If the Chair is unable to be present at a Committee meeting, the Chair shall appoint another Committee member to chair that particular Committee meeting. In the absence of an appointed chair, the committee will elect a member to act as chair of the meeting.
- 4.9. The chair may request an electronic vote on an agenda item that requires further research and cannot wait until the next scheduled meeting. Such a vote will be held following the Procedure for the Conduct of Electronic Meetings of BCS Boards and Committees.
- 4.10. In the event of a tied vote, the Chair shall have an additional casting vote.
- 4.11. All members must commit a reasonable amount of time and effort to the work of the Committee and make a reasonable effort to attend meetings. If a member fails to attend three consecutive meetings, the Committee may terminate their membership, unless the non-attendance is due to illness or other reasonable cause.
- 4.12. On the recommendation of the Chair of the Committee, the Community Board may cancel or suspend the membership of the CBFC where the member's actions have, in the opinion of the Community Board, been detrimental to the work of the Committee.

## **5. Strategic Planning and Management**

The Committee will develop an annual activity plan that supports the Community Board's one-year operational plan. It will review achievements against this plan at the end of each yearly cycle.

## **6. Approval and review**

- 6.1. These Terms of Reference form part of the Community Board Terms of Reference and shall be approved by the Community Board.
- 6.2. The CBFC shall review its terms of reference annually, typically at the first meeting following the Annual General Meeting (AGM), and recommend amendments to the Community Board.

## Appendix

### Levels of Authority for the Community Board Finance Committee

#### **1. Scope**

These levels of authority relate to approvals given for Member Group and Community Board spending from the Member Group budget which is controlled by the Finance Committee.

#### **2. Supplementary Funding Requests**

Supplementary Funding Requests up to the value of £10,000, including VAT, may be approved by the Finance Committee. Supplementary Funding Requests for more than £10,000, including VAT, must be referred to the Community Board for confirmation of the Committee's recommendation.

Urgent requests for a value of up to £1,500, including VAT, may be approved by the Chair of the Committee; non-urgent requests are normally dealt with by the full committee.

#### **3. Budget overspend**

Where a Member Group treasurer raises a warning that his/her group is likely to exceed the allocated budget for the year, the Chair will decide if a Supplementary Funding Request should be raised. If the likely overspend is less than £1,500, the Chair can authorise the overspend by Chair's action, but amounts greater than £1,500 must go through the Supplementary Funding Process.

#### **4. Rollover funding Request**

Where a Member Group has Rollover funds (from income-generating events in previous years), the Committee can approve expenditure up to the total value of the Rollover funds available in response to a Rollover Request, via the Supplementary Funding Request process.

#### **5. Contractual commitments**

Contractual commitments for BCS Member Groups can only be signed by the Executive Director, Marketing, Membership & External Affairs.