



1 October 2020

Dear Member,

Nominations for Section Committee 2020-2021

The posts of Officers and Committee for next year will be appointed for our section at the forthcoming Annual General Meeting and a formal notice of the meeting accompanies this note.

I am delighted to advise that our current Officers and Committee members have indicated their willingness to offer themselves for re-election, however, we welcome further nominations from others who may wish to serve.

A description of the responsibilities and the name of the present incumbent for each of the posts are listed in the Table I below. Where professional membership (MBCS / FBCS) is required for a post, this is indicated by an asterisk.

Please note that Officers (Chairman, Vice Chariman, Treasurer, Secretary) must be prepared to assume the legal obligations as elected Directors of BCS (Isle of Man) Limited, a company limited by guarantee and a registered charity.

The general committee consists of between three (3) and seven (7) members who may also undertake specific roles as agreed in committee.

Table 1 Officers and General Committee Roles

| Officers: | |
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| Chairman* Roger Cowin | <ul style="list-style-type: none"> Responsible for the supervision of all matters concerning the effective leadership of the Member Group. Chairs all general (AGMs and EGMs) and committee meetings. Prepares the Chair's Report for each AGM. |
| Vice Chairman* John French | <ul style="list-style-type: none"> Deputises for Chairman Ensures the formulation of strategies for the committee and implements appropriate actions to achieve the strategic goals |
| Treasurer* Elizabeth Wilson | <ul style="list-style-type: none"> Prepares annual budget and potential project funding each year. Responsibility to the Member Group Committee for the Member Group funds and any other appropriate financial business. Reports at fixed intervals to Member Group Committee. Submits income and expenditure statements produced by BCS Finance for the AGM. Deals with payments and receipts to and from operational budget and liaises with BCS Swindon necessary. Notifies, through Member Groups Team (groups@bcs.uk), any forecast overspend together with (a) circumstances leading to this position and (b) proposed action plan to resolve the situation. |
| Secretary Samantha Warren | <ul style="list-style-type: none"> Gives due notice of all general meetings (AGMs and EGMs) to all group members. Gives due notice of committee vacancies to all group members. Arranges suitable locations for committee meetings. Prepares and issues agenda for all general meetings and committee meetings. Records the minutes of all general meetings and committee meetings. Sends a digital copy of each set of approved minutes to the Member Groups Team on groups@bcs.uk. |



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| | <ul style="list-style-type: none"> • Handles correspondence between Member Groups Team and the Member Group. • Maintains committee address list, via the Member Groups Team on groups@bcs.uk. |
| General Committee: Steve Beesley Zak Hoosen Graham Hurley Graeme Jones Steve Wilson | Consist of up to seven (7) general committee members <ul style="list-style-type: none"> • Help run the group generally. • Deputise for other officers as required. • Establish the season's programme. Members may undertake specific roles as agreed in committee including those outlined below |
| Membership Secretary* Graham Hurley | <ul style="list-style-type: none"> • Welcomes new members and distributes information on forthcoming events and other introductory information. • Encourages individuals who have enquired about membership to join. • Co-ordinates the recruitment of IT professionals at Member Group events and through other methods, using member data provided on the group committee secure area • Records attendance numbers at events and sends numbers through to the Member Groups Team on groups@bcs.uk • Co-ordinates a list of non-member attendees. • Maintains a database of key contacts to facilitate the distribution of publicity material and other information. • Must comply with BCS Data Protection Guidelines. |
| Inclusion Officer | The Officer will investigate and help the group promote inclusion of: <ul style="list-style-type: none"> • Members of the group • Members of the IT profession • Members of the wider population |
| Events Coordinator Graeme Jones | <ul style="list-style-type: none"> • Puts the season's event programme together • Makes administrative and logistical arrangements for the events, including venue, catering etc. using the BCS Events Booking System where appropriate. |
| Communications Officer (Publicity, Email and Social Media) | <ul style="list-style-type: none"> • Ensures maximum coverage of group events, both before and after they occur. • Writes copy for media on Member Group activities. • Ensures all Group events are included in the BCS Diary. • Liaises with local press and radio. • Organise mail shots, programme cards, posters, etc • Facilitate the use of online channels for publishing events – such as social media, discussion forums • Acts as a focal point to distribute emails to Member Group members (e.g. notifying them of forthcoming events) using the BCS List Server facility. • Can be asked to send emails to own group members by other groups. • Distributes information regularly to an established network of contacts. |
| Webmaster Zak Hoosen | <ul style="list-style-type: none"> • Non-CMS: Creates and maintains the group website, liaising with BCS Web Team (webteamcms@hq.bcs.org.uk) over the various methods. • Non-CMS: Either posts content to the website or provides access to committee members to post their own content. • CMS sites: Sends through to BCS Web Team (webteamcms@hq.bcs.org.uk) amendments for the Member Group website |
| Education Liaison Officer | <ul style="list-style-type: none"> • Corresponds with universities, colleges and schools, with a possibility to set up Student Prizes in the area. • Organises suitable events to represent the BCS in local schools and colleges, such as careers evenings, or attends those organised by local schools and Careers Offices. |



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| Young Professionals Group | <ul style="list-style-type: none">• Liaises between the Member Group Committee and the YPG Executive Committee, as well as representing the views of young professionals within the Member Group.• Arranges and publicises YPG events, provides details of special offers and YPG projects.• Creates local Student chapters within local universities.• Attends YPG Congress on behalf of the Member Group Committee.• Liaises with other Member Group YPG Representatives. |
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Nominations must be made on the approved form (at Appendix A or available on the Section website at www.bcs.org.im) which must be signed by the nominee as well as two members supporting the nomination. Completed nomination forms should be sent to the Chair, or be handed to any Committee member, so that they are received at least 7 days before the AGM. Where more than one nomination is received for a post, a ballot will be held and this will be conducted electronically during the AGM.

An attendee will act as the Returning Officer for any ballot.

Yours sincerely,

Samantha Warren MBCS
Secretary