Report submissions must be sent to [groups@bcs.uk](mailto:groups@bcs.uk) or your Community Coordinator.

|  |  |
| --- | --- |
| **Member Group Name:** |  |
| **Year:** |  |
| **Report Completed By:** |  |

|  |  |
| --- | --- |
| **Group Chair:** |  |
| **Group Treasurer:** |  |
| **Group Secretary:** |  |
| **Group Inclusion Officer:** |  |
| **Other Committee Members:** |  |

The Chair's Report is a vital communication tool for the BCS Community Team to understand and support your activity as a group. The Programme, Practice, and Policy (PPP) Committee will review your submitted report and suitable action points fed into the Community Board for strategic planning. As one of the critical communication points with our members, your completion of this report supports not only your group but ongoing support and development of other member groups and the BCS itself

# **Successes**

Please list the top three successes the group has achieved in the past year.

|  |  |
| --- | --- |
| **Success** | **Additional Comments** |
| 1. |  |
| 2. |  |
| 3. |  |

# **Plans**

Please list the top three activities the group is planning for next year.

|  |  |
| --- | --- |
| **Planned Activity** | **Additional Comments** |
| 1. |  |
| 2. |  |
| 3. |  |

# **Impediments**

Please list and describe the top three impediments stopping you from succeeding in your group's ambition and support the BCS vision of "Making IT Good for Society."

|  |  |
| --- | --- |
| **Impediment** | **Description** |
| 1. |  |
| 2. |  |
| 3. |  |

# **Additional Facts and Figures**

Please provide any facts and figures you think would be useful to the Community Team for further analysis and future activity planning.

|  |
| --- |
|  |

# **Further Comments**

If you have any further comments you wish to provide the Community Team; please give them below.

|  |
| --- |
|  |

# **Nominations for Awards and Recognition**

It is important that the BCS recognise deserving voluntary service. If you are aware of someone who warrants one of these awards, then please nominate them. It is easy to nominate someone, but, if you are unsure about completing the form, the Community team and your liaison in the Programme, Practice and Policy Committee can help. Please email [groups@bcs.uk](mailto:groups@bcs.uk).

There are three levels of Recognition of Appreciation award:

* Certificate of Appreciation – going beyond the normal expectations of a single voluntary role by directly contributing to significant involvements, achievements or benefits to BCS.
* Meritorious Certificate – going beyond the normal expectations of two or more voluntary roles in different areas of BCS by directly contributing to tangible involvements, achievements or benefits to BCS.
* John Ivinson Award – significantly furthering the BCS's strategic aims and mission on a wide scope of BCS's areas of endeavour by directly contributing significant achievements and benefits to BCS. Typically, the BCS will present this prestigious award to 1-3 volunteers per year.

There are long-service awards for 5, 10, 25, and 30 years of contribution to the BCS.

# Volunteer Recognition

Please complete the table below and indicate if you wish to nominate a member of your team for an award of recognition. A member of the Community Team will get in touch to help you complete the process.

|  |  |  |
| --- | --- | --- |
| **Group/Branch Member** | **Years of BCS Volunteering** | **Nomination** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Honorary Fellowship

Nominees will have made an outstanding contribution to the charitable objectives of the BCS over an extended period.

The BCS award Honorary Fellowship under Byelaw 8 of the BCS's Royal Charter and Trustee Board Regulation 1.3 specifies that the BCS award may also make the award to non-members who may not be eligible for any other class of membership.

Community Board and Trustee Board will consider a candidate for Honorary Fellowship against the following criteria:

* At any time, both the contribution to BCS's work and the stature of the individual nominated should be commensurate with the standards set by previous recipients. There is no overall limit to the number of Honorary Fellows although it is unlikely that there will be more than two Honorary Fellows elected in any one year.
* To be elected, the nomination must be on the Trustee Board Agenda, and at least 3/4 of those present must resolve in favour.

If you are aware of a nominee for Honorary Fellowship; please add their details below and a member of the Community Team will raise this at the next appropriate meeting of the Community Board.