

## **Roles for Committee Members**

The following mandatory roles must be filled by the committee. All other roles, and suggested activities, may be shared amongst committee members as they see fit. The activities suggested for non-mandatory roles are indicative only.

### **MANDATORY ROLES**

**Chair** (not held in conjunction with the Treasurer role)

- Must be a professional member of BCS (MBCS/FBCS)
- 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.
- Ensures the formulation of strategies for the committee and implements appropriate actions to achieve the strategic goals.

**Treasurer** (not held in conjunction with the Chair role)

- Must be a professional member of BCS (MBCS/FBCS)
- 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 Community Team (groups@bcs.uk), any forecast overspend together with (a) circumstances leading to this position and (b) proposed action plan to resolve the situation.

**Inclusion Officer** (can be held in conjunction with another role)

Full role description is in appendix 1 to this document

- Promote equality, diversity, inclusivity and community outreach of the member group and BCS.
- Arrange Unconscious Bias Training.
- Liaise with other inclusion related organisations within BCS.
- Arrange reasonable adjustments to avoid disadvantaging any specific group.

### **RECOMMENDED ROLES**

We recommend that the following roles are covered by the committee, whether by an individual or shared alongside another role.

**Secretary**

- 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.
- Handles correspondence between Member Groups Team and the Member Group.
- Maintains committee address list, via the Member Groups Team on groups@bcs.uk.

## **Membership Secretary**

- Must be a professional member of BCS (MBCS/FBCS)
- Welcomes new members and distributes information on forthcoming events and other introductory information.
- Encourages individuals who have enquired about membership to join.
- Coordinates 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 Community Team on groups@bcs.uk
- Must comply with BCS Member Group Data Policy.

## **Email Coordinator**

- 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**

- Non-CMS: Creates and maintains the group website, liaising with BCS Community Team 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 the BCS Community Team amendments for the Member Group website.
- The Webmaster may also facilitate the use of other online channels for publishing events – such as social media, discussion forums – or the Member Group may have a separate ‘Social Media Officer’ to do this.

## **Publicity Officer**

- 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.

## **Young Professional Group (YPG) Representative**

- 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.

## **Events Coordinator / Programme Card Coordinator**

- 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.

## **OTHER OPTIONAL ROLES**

The following roles are optional.

### **General Committee Member**

- Helps runs the group generally.
- Deputises for other officers as required.
- Particularly required for helping to establish the season's programme.

### **Education Liaison Officer**

- 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.

### **Disability Support Officer**

- Acts as a focus for local initiatives and actions where the use IT is to the benefit of disabled people.
- Identifies and organises events to increase the awareness and understanding of the IT industry towards the needs of the disabled.

### **Industry Liaison Officer**

- Liaises with local companies and any local representative bodies such as the Chamber of Commerce
- Liaises with local public sector bodies and other organisations such as charities, in order to promote the BCS and professionalism in IT, particularly as it relates to the local context and the branch.
- Promotes Member Group activities and encourages suggestions for events; facilitating BCS membership enquiries and assisting with awareness of BCS products and services.

### **Social Media Officer**

- Engages with members, potential members and other organisations and groups using social media.
- Uses social media to advertise events.

# Inclusion Officer Role Description

## Introduction

The Inclusion Officer will promote the equality, diversity, inclusivity and community outreach of the member group. The role will directly promote the vision of 'Making IT Good for Society'.

It covers: age, disability, gender, sexual orientation, race, religion; as well as outreach to local communities and businesses.

The officer will investigate and help the group promote inclusion of:

- Members of the group
- Members of the IT profession
- Members of the wider population

The role is mandatory and can be held by any committee member. The holder can hold other roles for example chair or membership secretary. They can also fulfil related roles including the existing optional roles: Education Liaison Officer, Disability Support Officer and Industry Liaison Officer.

## Actions

The actions of the Inclusion Officer should include:

- ❖ Annual Report
  - Create input for the Chair's AGM report on inclusion activities, successes and plans.
- ❖ **For members of the group**
  - Arrange Unconscious Bias Training.
  - Liaise with other inclusion related organisations within the BCS.
  - Arrange reasonable adjustments to avoid disadvantaging any specific group such as:
    - dietary requirements.
    - wheelchair access.
    - accessible documents.
    - dates and timing of meetings.
- ❖ **For members of the wider profession**

Specialist Groups should understand how their specific area can impact on inclusion for example:

  - design for usability and accessibility.
  - support for low specification user interfaces.
  - effect of slow broadband.

Branches should identify and address issues such as:

  - lack of representation of women in IT.
  - attracting young people into the BCS.
- ❖ **For the broader community**

Local branches should look at the local community and identify how digital equality could be improved by for example:

  - teaching and supporting the older community to use digital technology.
  - improve access to digital technology by ensuring availability in public places (libraries and community centres) of suitable equipment and adequate broadband.
  - connecting with local education establishments.
  - connecting with local businesses.

Specialist Groups should:

  - Connect to HE/FE that teach or carry out research in the groups area of specialisation.

- Work with standards groups.
- Work with other expert groups in the area.

## **Support**

The Inclusion officers will be supported by:

- A member of the Programme, Practice and Policy (PPP) Committee who promotes and champions the role.
- A training package which will introduce the scope and benefits of the role, then suggest various actions and processes the officer should take.
- A discussion group (probably LinkedIn) for Inclusion Officers to discuss issues, solutions and best practice.
- A central source for information on standards, contacts, useful products etc.
- HQ staff via the Programme, Practice and Policy (PPP) Committee.