



NOTICE OF 2023 BCS-FINSiG ANNUAL GENERAL MEETING

Updated: 27 November 2023

The BCS FINSiG AGM is to be held on **Monday 11 December 2023 starting at 18:00**

Venues: BCS Offices, 25 Cophall Avenue, off Moorgate, London EC2R 7BP and Online.

Agenda:

1. Welcome and Introductions
2. Roll call and record BCS members present and eligible to vote
3. Apologies for Absence
4. Review and approve the minutes of the 2022AGM
5. Matters arising from the Minutes of the 2022 AGM
6. Receive the Annual Report of the Chair
7. Receive and approve the Treasurer's Report
8. Elect the Officers and Committee for 2023-2024 (see notes 1 to 7 below)
9. Consider any other business relevant to the AGM

Notes:-

1. **Nomination and election procedure:** The nomination and election of Officers and other Committee Members will be undertaken in accordance with the rules set out in the BCS FINSiG Constitution. These rules are summarised below. **Nominations are requested for Officers and other Committee Members** per Note 2 below. The Officers and Committee Members who have indicated their willingness to stand for re-election are shown in Note 7 below.
2. **Nominations:** FINSiG is still looking for enthusiastic members to join the Committee to help deliver a great 2023 / 2024 season of events. Please email directly to secretary.finsg@bcs.org or visit our website <http://www.finsig.bcs.org/index.shtml>
The name of any member accepting nomination for election or re-election as an Officer or as a Committee Member should be submitted in writing to the Secretary (by email to the FINSiG Secretary secretary.finsg@bcs.org **14 clear days prior to the date of the AGM** by 2 members of the Group and with the written consent of the nominee. Nominations by self or others, may also be proposed and seconded at the AGM itself if not previously received by the Secretary.
3. **Procedure for election of Officers:** The current Chairman will step down and another member of the Committee takes the chair until the new Chairman is elected. The new (or re-elected) Chairman then takes the chair, and the other current Officers then step down. Elections are then held for the Officer positions.
4. **Procedure for election of other Committee Members:** If there is more than one nomination for any of the other Committee Member positions, an election will be held at the AGM. If the nominations for other Committee Members number the same or fewer than the remaining vacancies, all shall be deemed duly elected. In the event of there being more nominations than vacancies, the elections shall be by ballot. Each member present may vote for up to as many candidates as there are vacancies to be filled and no more. This year voting will be both in-person and online using the "raise hand" within the webinar software



- 5. Term of office:** All Officers and other Committee Members elected at the AGM will serve from the end of the AGM at which they are elected until the AGM following.
- 6. Voting:** At any General Meeting each BCS member shall be entitled to one vote. Voting at any meeting shall be determined by a show of hands, unless a ballot be demanded by at least one-third of the members present.
- 7. Current Roles:** The current roles and responsibilities of Officers and other Committee Members are set out in the table below. Column 5 of the table indicates whether the current incumbent is willing to stand for re-election to the relevant post. Other members of the Group may also agree to be nominated for any post (subject to the nomination procedure above), and the Group welcomes any member offering to assist actively in its activities. Column 3 shows the date appointed to the Current Role. Changes will be reflected in the Minutes of the AGM and the next year's Notice of AGM
- 10. Attendance and Registration:** We aim to begin the AGM at 18:00 sharp, in order to keep to time with the subsequent event. For security purposes, attendees are asked to register their intention to attend on the Group's website: www.bcsfinsig.org
- 11. BCS Rules for the conduct of Specialist Groups can be found here:-**
 - Rules and Processes for Member Groups https://volunteer.bcs.org/Rules_committees
 - BCS Committee Roles Guidance https://volunteer.bcs.org/Rules_committees
 - BCS Code of Conduct <http://www.bcs.org/category/6030>
- 12. Any Other Business:** Matters may be raised but not voted on unless they have been previously circulated to all members with the required period of notice.

Committee Roles

Office/Role	Current Holder	Appt'd	Description Note that a Committee member may hold one or more Roles	Standing for re-election
Chairman * (BCS mandated Officer)	Chikezie Ekeanyanwu MSc FRSA MBCS	4 Apl 2022	chair.finsg@bcs.org.uk Chairs meetings and events. Responsible to the BCS for the finance, policy and activities of the Group. NB. Must be a current BCS Member and formally elected	Yes
Treasurer * (BCS mandated Officer)	Marc Wentworth MBCS	Pre 2011	Maintain financial records of Group. Ensure that monies received are banked, allocations/grants are applied for, and costs and expenses are paid. Liaise with BCS accounts department as required. NB. Must be a current BCS Member and formally elected	Yes
BCS Internal Liaison	David Lewis B. Sc FCA ACIB MBCS (Econ)	4 Apl 2022	Maintain contacts with BCS Branches & Special Interest Group	Yes



Office/Role	Current Holder	Appt'd	Description Note that a Committee member may hold one or more Roles	Standing for re-election
BCS Early Careers Advocate	Mark Cook	April 2022	New BCS role to develop the career opportunities of new entrants to the profession including mentoring and apprenticeship programmes.	Yes
Inclusion Officer * (BCS mandated Officer)	Rob Handicott MBCS	4 Apl 2022	inclusion.finsg@bcs.org New Committee Role created 2019 https://volunteer.bcs.org/sites/default/files/Inclusion Officer Role description %28Approved 270919%29 V P.pdf NB. Must be a current BCS Member and formally elected	No
Financial Services Industry Liaison Officer	David Lewis	2023	industry.liason.officer.finsg@bcs.org.uk <ul style="list-style-type: none"> • 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. 	Yes
Secretary (BCS mandated Officer)	David J. W. Lewis B.Sc FCA ACIB MBCS (Econ)	2022	secretary.finsg@bcs.org <ul style="list-style-type: none"> • Give due notice of all general meetings (AGMs and EGMs) to all group members. • Give due notice of committee vacancies to all group members. • Arranges suitable locations for committee meetings. • Prepares and issues the agenda for all general meetings and committee meetings. • Records the minutes of all general meetings and committee meetings & submits to BCS HQ Member Groups Team on groups@bcs.uk following approval • Handles correspondence between Member Groups Team and the Member Group. • Maintains committee address list, via the Member Groups Team on groups@bcs.uk • Manages the Committee BCS email forwarders 	Yes



Events and Publicity	Stephen Murgatroyd MBCS and /or any Committee Member	2023	All Committee member contribute to event organisation <ul style="list-style-type: none">• Organise logistics, including venues, refreshments, signing in and liaise with event organisers. Issue notifications to the Group membership and other parties. Liaise with BCS HQ regarding inclusion in events diary and publications. Develop Social Media Channels• Maintain and develop existing relationship and discover new parties who can promote FINSiG• Liaise with BCS HQ in managing the FINSiG website• All Committee members must commit to owning & organising at least one event per year. This would, of course, be with the help and support of the rest of the Committee. It is expected that Committee members would attend at least 50% of Committee meetings. Suggest new ideas for further BCS-FINSiG development & membership benefits	Yes
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David Lewis secretary.finsg@bcs.org

Secretary, BCS-FINSiG <https://www.bcs.org/category/18316>