



Document Control Sheet

**BCS, The Chartered Institute for IT**

**BCS Community Support Committee**

**Terms of Reference**

Responsible Body      BCS Community Board  
Version                    2.0  
  
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**Note: The Community Team will keep the control copy.**

<b>Summary Of Revisions Made</b>	<b>Version</b>	<b>Date</b>
First version	0.1	07/02/2019
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Initial review and amendments made throughout the document	1.1	06/07/2021
Refinement of initial amendments made throughout the document.	1.2	12/07/2021
Small grammar changes	1.3	15/07/2021
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Amendments following Comments from Committee and Drafting Team	1.5	28/07/2021
Refinements prior to Community Board approval	1.6	09/08/2021
Amendment in section 2 “... <i>other groups that the Community Board directs.</i> ” to “... <i>other groups that the Community Board stipulates.</i> ”	1.7	31/08/2021
Approved by the Community Board via electronic meeting (31/08-01/09/2021)	2.0	01/09/2021

# BCS, The Chartered Institute for IT

## TERMS OF REFERENCE

### Community Support Committee

#### 1. Status

- 1.1. The Community Support Committee reports to the Community Board.
- 1.2. These Terms of Reference are subordinate to those of the Community Board and the Institute's hierarchy of regulations governing the Community Board and this Committee, including Trustee Board Guidelines for the Conduct of Business in BCS Boards and Committees. In the event of a conflict between these Terms of Reference and any of the superordinate regulations, in any scenario, then the superordinate regulations will prevail in order of their precedence.

#### 2. Purpose

The principal aims of the Committee are to:

- 2.1. Identify, develop, adopt and share good practice within the Community and encourage Member Groups to do likewise for the benefit of BCS members and in support of the Institute's Royal Charter and strategy.
- 2.2. Communicate to Member Groups the rules, processes and procedures that Community Board approves for their governance (the *Member Group Rules*), support groups in applying them and monitor their compliance with them.
- 2.3. Recommend changes to Member Group Rules to make sure they continue to be appropriate as the Institute evolves.
- 2.4. Consider and advise the Community Board about the establishment, amendment or closure of Member Groups in response to requests submitted.

*'Member Groups' here means Branches, Specialist Groups and Sections as well as other groups that the Community Board stipulates.*

#### 3. Key Responsibilities

In support of its purpose the Committee will:

- 3.1. Provide advice, guidance and mentoring to Member Groups, as required.
- 3.2. Be responsible for general Member Group volunteer induction, training, and development, including for any committee roles that are not the responsibility of other parts of Community governance.

- 3.3. Work with the Community Team to set the agenda and organise events for Member Group volunteers, such as conventions and conferences.
- 3.4. Recognise voluntary work for BCS by encouraging the nomination of individuals and groups for internal and external awards, monitoring and managing the award process to a successful conclusion.
- 3.5. Create and share best practice across Member Groups.
- 3.6. Promulgate Member Group Rules and, when directed by the Community Board, consult on their development.
- 3.7. Counsel Member Groups on conforming with Member Group Rules and, when necessary, recommend remedial action to the Community Board.
- 3.8. Support the lifecycle of Member Groups through appropriate actions such as recommending the creation of new groups, helping to establish or maintain groups that are struggling and where appropriate, recommending a group's closure.
- 3.9. Support Member Groups in encouraging diversity and inclusion in their activities.
- 3.10. Maintain role descriptions for Member Group committee roles that are not specifically the responsibility of other Community governance bodies reporting to the Community Board.
- 3.11. Ensure good communication with and between Member Groups, including liaising with the Community Team on the tools available and monitoring their use and adoption.
- 3.12. Establish working groups, subject to Community Board approval, to address specific challenges within the Member Group Community. Such working groups will automatically dissolve when they complete their work or at the end of 12 months (unless renewed by the Community Board), whichever comes first.

## 4. Constitution and Membership

- 4.1. The selection and appointment of Committee members will adhere to criteria agreed and published by the Community Board, taking into account the Committee's requirements for skills, experience and/or links with key constituencies.
- 4.2. The Committee shall comprise:
- The Chair, appointed on the recommendation of the Community Board and ratified by the Trustee Board.
  - Up to 10 members with portfolios in the following areas of responsibility:
    - Branches
    - Specialist Groups
    - International Sections
    - Students and Early Careers
    - Volunteer Development
    - Inclusion and Diversity
    - Conference and Convention Planning
    - Community Communications
    - Member Group Lifecycle
    - Member Group Consultation
  - Head of Community or other senior manager of the Institute, nominated on the advice of the Chief Executive.

The Chair may invite others to participate in the Committee as 'co-opted members' without voting rights from time to time; for example, chairs of working groups reporting to the Committee and/or candidates for Committee membership during the selection process.

- 4.3. The Chair will be appointed through an interview panel process, overseen and ratified by the Community Board. The appointment as Chair will be for a three-year term and may be re-appointed for a second three-year term after which there must be a break of at least one year before serving in any capacity on the Committee again. On appointment, the Chair will relinquish any existing appointment to the Committee. A Chair that relinquishes the role before their appointment expires will be eligible for appointment to the Committee in another capacity as if they were appointed to that role when they became Chair.
- 4.4. The Chair will be an ex-officio member of the Community Board, reporting Committee business to the Board and reporting relevant items of business to the Committee from the Board. They will cease to be a member of the Community Board if they cease to be Chair of the Committee.
- 4.5. The Chair will appoint all other members of the Committee, subject to ratification by the Community Board. The Chair may make appointments conditional on a probationary term of up to 12 months in which case, full appointment will be subject to further ratification by the Community Board.
- 4.6. Committee members will usually be Professional Members of the Institute but must be at least Ordinary Members.

- 4.7. BCS staff will provide secretariat support. (Secretariat support will not normally be required for working groups).
- 4.8. The appointment of all committee members (except the Chair) shall be for a maximum of a three-year term, with the exception of the Head of Community (or other manager) who will remain on the Committee for as long as the Chief Executive sees fit. The Chair may re-appoint retiring members for a further three-year term, subject to a year's break after a maximum of six years' unbroken service and ratification by the Community Board.
- 4.9. The quorum shall be one quarter of the total voting membership of the Committee, rounded up to the nearest whole number and must be at least three, of which a majority shall be Professional Members of the Institute.
- 4.10. In the event that the Chair is unable to be present at any 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.
- 4.11. In the event of the Chair becoming vacant (for whatever reason), the Community Board may appoint an interim to serve in that capacity for up to six months subject to ratification by Trustee Board. An interim appointee shall not relinquish any existing role they might hold on the Committee.
- 4.12. All members must commit reasonable time and effort to the work of the Committee and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings, the Chair may terminate their membership of the Committee, unless the non-attendance was owing to illness or other reasonable cause.
- 4.13. The Chair may request an electronic vote on an agenda item that cannot wait until the next scheduled meeting. Such a vote will be held in accordance with the 'Procedure for the Conduct of Electronic Meetings of BCS Boards and Committees'.
- 4.14. In the event of a tied vote, the Chair shall have an additional casting vote.
- 4.15. On the recommendation of the Chair, the Community Board may cancel or suspend the membership of a committee member where Community Board considers their actions are detrimental to the work of the Institute or Committee.
- 4.16. Committee members, in exercising their appointment, must put the interests of the Institute and the achievement of its objects above those of any constituent groups or areas of the Institute.
- 4.17. Committee members must make decisions entirely on merit. Committee members must publicly support Committee decisions, once taken, even if they do not privately agree with them.

## **5. Planning and Management**

The Committee will produce an annual activity plan and report on its progress against this plan at the end of each annual cycle.

## **6. Approval and Review**

- 6.1. These Terms of Reference shall be approved by the Community Board.
- 6.2. The Committee shall review its terms of reference annually, usually at the first meeting following the AGM, and recommend amendments to the Community Board.