

BCS, The Chartered Institute for IT

Requirements/commitments for members of BCS Membership Board and its committees

At the meeting of the Interim Membership Board on 17 March 2010, it was agreed that, in the interests of transparency and understanding, Membership Board should have a document that sets out the competencies and qualities expected of its members.

1. Membership

1.1. Term of Office

Members shall be appointed for a three year term of office.

1.2. Eligibility

A Board/Committee Member must be:

A Chartered or Professional Member of BCS, in good standing¹

Willing and able to dedicate appropriate time and commitment to the role (see below)

1.3. Role

Board Members should be able to contribute to:

Understanding, and working with staff to set the direction for, all aspects of membership and member benefits, including membership products, services and quality and standards processes.

Proposing and promoting ways to grow BCS membership in key areas, such as (but not limited to) education, corporates, and independent contractors.

Ensuring (through standing committees where appropriate) that clear, consistent and appropriate policies, procedures, tools and communication mechanisms are in place to support and promote BCS member groups, and encouraging more members to take an active part in groups and their governance.

Managing the budgets for and expenditure on activities overseen by the board.

Planning for “the branch (or SG) of the future”. Will member groups look the same at the end of the decade as they do now? If not, how should they evolve? How do we manage the change process?

Understanding, consulting, communicating and collaborating with relevant bodies/communities within and outside BCS

¹ the phrase ‘in good standing’ refers to a Member whose subscriptions are paid up and who is not under investigation under BCS Disciplinary Regulations

Committee members should have experience and expertise in the domain of the committee to which they belong.

1.4. Personal Qualities and Competencies

A Board Member should be:

Willing to serve the needs of Membership Board and the member community, and committed to developing the effectiveness of Membership Board

An effective listener and good communicator

Well organised, confident and business-like

Sufficiently engaged to have a broad awareness of BCS organisation, membership issues and responsibilities

Be completely comfortable with supporting Membership Board, in the broadest interests of all members and Member Groups rather than as a 'partisan' representative of any particular constituency.

Committee members should have broadly similar qualities with an emphasis on skills relevant to their particular committee.

2. Time Commitment

Guidelines for the time commitment for Members of Membership Board

about 2-3 days (working predominantly offline) on preparation/follow-up for each board meeting, in addition to attendance at the following meetings, *per annum*:

Membership Board	- 4 Days	- Mandatory
Members Convention	- 1 Day	-) depending on
SGA/Branch Congress	- 1 Day (each)	-) agenda topics

Time commitment for Members of the Board's committees:

Finance Committee: Say 3 meetings per year clustered around the budget setting cycle, plus about a day's worth of additional time per meeting for prep/follow up. Other business throughout the year should be capable of being handled electronically

Policy Committee: Up to 3 physical meetings per year; plus about a day's worth of additional time per meeting for prep/follow up. Other business handled electronically.

Best Practice Committee: Say 3 meetings per year. Is also likely to convene working groups for example to look at specific areas of good practice, handle mentoring activities, plan for Member Group Conventions.

The Finance and Policy committees will each have an additional initial task to review, consult and rationalise policies and procedures affecting member groups.

3. Meeting Time and Location

Typically, meetings have been held during working hours at BCS Southampton Street.

However this is by no means a requirement. Chairs are encouraged to consult with their members to find the most convenient time.

Committees may wish to use various technologies to allow remote participation, while acknowledging that face to face contact is preferable.