



Document Control Sheet

BCS, The Chartered Institute for IT

BCS Community Board Best Practice Committee

Terms of Reference

Responsible Body	BCS Community Board
Version	2
Prepared by	Garfield Southall, Chair Community Board Best Practice Committee
Date Approved	15/12/2017
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Date of Last Review	15/12/2017

Note: The control copy will be kept by the Registrar.

Summary Of Revisions Made	Version	Date
Working draft for Interim Membership Board (IMB)	0.2	17/03/10
Modified to follow changes at IMB meeting 17/03/10	0.3	17/03/10
Minor revisions and improvements to presentation, consistency and ordering of content following IMB meeting 30/03/10	0.4	30/03/10
Minor revisions following review of 0.4	0.5	15/04/10
Minor revisions to the following sections: 4.2, new 4.3, 4.5, 4.6, 4.10,	0.6	27/07/2010
First meeting of the Best Practice Committee Changes to 2.1, 3.1, 3.2, 3.3, 3.4, 3.6, 3.7 Addition of 3.9, 3.10	0.7	20/8/2010
Approved by Membership Board	1.0	01/09/2010
Additional responsibilities delegated by Membership Board	1.1	22/07/2011
Annual review and transfer of responsibility for new member group approvals to Policy Committee	1.2	25/10/12
Following review by MBBPC	1.3	9/11/12
Revisions throughout made to all references to Membership Board to reflect change of name to Community Board	2	26/06/17
Approved by Best Practice Committee	2	15/12/17

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TERMS OF REFERENCE

Community Board– Community Board Best Practice Committee

1. Status

The Community Board Best Practice Committee reports to the Community Board.

2. Purpose

The principal aim of the Committee is to:

- 2.1. Encourage the identification, development, adoption and sharing of good practices by BCS Member Groups, in order that these groups may serve both BCS's members and BCS's charter and charitable objects effectively.

For the sake of clarity, 'Member Groups' here means any grouping of members recognised by BCS including, but not limited to, Branches, Specialist Groups, International Sections, sub-sections, YPG, and online networking groups.

3. Key Responsibilities

In support of its purpose the Committee will:

- 3.1. Provide advice, guidance and mentoring services for individual Member Groups as required.
- 3.2. Be responsible for Member Group officer training, both generic training, such as induction for new committee members, and role-specific (for example, treasurers).
- 3.3. Work with the Member Groups Team on the organisation and agenda for Member Group events (e.g. Member Group Conventions, Specialist Groups Convention and Branches Convention).
- 3.4. Set up, as required by the Community Board, short-term advisory or reference groups to provide consultation and feedback on proposed enhancements to centrally-provided services.
- 3.5. Recognise good practice by encouraging Member Groups to nominate individuals for internal and external awards, monitor and manage the process.
- 3.7. Investigate and make recommendations about the relevance and possible exploitation of various tools and methods of communication, engagement and collaboration by and between Member Groups and their committees.
- 3.8. Use the BCS Member Network and/or other appropriate tools to engage with, and communicate to members.

- 3.9. Identify good practices both inside and outside BCS and encourage their adoption where appropriate.
- 3.10. Work closely with the Community Board Policy Committee to ensure that practices and policies are aligned and complementary.

4. Constitution and Membership

4.1. Committee members will be selected and appointed on the basis of criteria agreed and published by the Community Board, relating to their skills, experience and/or links with key constituencies.

4.2. Membership of the Committee shall comprise:

- The Chair, appointed on the recommendation of Community Board and ratified by Trustee Board.
- Up to 12 members, ratified by Community Board
- The Head of Member Groups, who shall provide a link with Finance and Policy Committees

There are therefore up to 14 members. Others may be invited 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. Secretariat support will be provided by BCS staff. (Secretariat support will not normally be required for Working Groups or Panels).
- 4.4. Appointments will be concurrent with their individual terms of office on the Community Board, or, if not a member of the Community Board, for a maximum of two three-year terms with the exception of the Head of Member Groups, who shall be appointed by the Chief Executive. Retiring members may be re-appointed, subject to a maximum of six years' continuous service. After the maximum of two three-year terms, individuals may be re-appointed with at least one year's break in appointment.
- 4.5. The quorum shall be half the total current members of the committee, rounded up to the nearest whole number, of which a majority shall be Professional Members of the Institute. Co-opted members shall not count towards quorum.

Committee members who attend a meeting by means of any communication equipment which allows all persons participating in the meeting to hear and speak to each other shall be deemed to be present in person at the meeting and shall be entitled to vote and be counted in a quorum accordingly.

- 4.6. In the event that the Chair is unable to be present at the 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.

- 4.7. 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'.
- 4.8. In the event of a tied vote, the Chair shall have an additional casting vote.
- 4.9. 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 Committee may terminate his or her membership of the Committee, unless the non-attendance was owing to illness or other reasonable cause.
- 4.10. On the recommendation of the Committee, the Community Board may cancel or suspend the membership of a member of the Community Board Best Practice Committee where the member's actions have, in the opinion of the Community Board, been detrimental to the work of the committee.
- 4.11. The Committee may from time to time set up Working Groups reporting to the Committee to undertake specific projects or initiatives. Such Working Groups will require Terms of Reference agreed by the Community Board and will exist for a period of time determined by the Terms of Reference. The Committee may also set up standing Panels reporting to the Committee to undertake specific tasks on an ongoing basis, which will require Terms of Reference agreed by the Community Board.

5. Strategic Planning and Management

The Committee will produce an annual activity plan supporting the Community Board's one-year operational plan. It will review achievements against this plan at the end of each annual cycle.

6. Approval and Review

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