

BCS, THE CHARTERED INSTITUTE FOR IT

Descriptions for Senior Volunteer Roles

Responsible Body	Nominations Committee
Version Number	v10
Prepared by	Registrar Department
Date Approved	18 March 2020
Date Issued	9 April 2020
Date of last review	18 March 2020

Document reviewed by a sub-group of Nominations Committee to include descriptions of: <ul style="list-style-type: none"> Trustee directors on BCS Learning and Development Board. Chair of Registration Standards Committee. Elected Members of Council. The latter including review by the Chair of Council. Document approved by Trustee Board at 17 July 2013 meeting (TB/2013/092 Appendix 2). See Trustee Board minutes TB/2013/097 para 16.	2	17 July 2013
The following role descriptions were included: <ul style="list-style-type: none"> Chair of Professional Conduct Disciplinary Panel Member of Professional Conduct Disciplinary Panel Chair of Professional Conduct Investigation Panel Member of Professional Conduct Investigation Panel 	3	5 February 2014
Clarification of role descriptions for: <ul style="list-style-type: none"> Deputy President Generic Vice-President Vice-President Finance Trustee Director of L&D Chair of Academy Chair of Professionalism Approved by Trustee Board on 4 June 2014 (TB/2014/063 App 1). See Trustee Board minutes (TB/2014/074 para 15.2) 	4	4 June 2014
Chairs of Professional Conduct panels no longer required to have chartered status. Approved by Trustee Board on 3 June 2015 (TB/2015/051). See Trustee Board minutes (TB/2015/057).	5	3 June 2015
Key stakeholders approached to review relevant role descriptions. Approved by Trustee Board on 16 March 2016 (TB/2016/027 App 5). See Trustee Board minutes (TB/2016/032).	6	16 March 2016
Key stakeholders approached to review relevant role descriptions. Approved by Trustee Board on 22 March 2017 (TB/2017/024). See Trustee Board minutes (TB//2017/027). Update made to following role descriptions to include Chartered Status is desirable: <ul style="list-style-type: none"> President Deputy President Generic Vice-President Vice-President Finance Trustee Director of BCS L&D 	7	22 March 2017

Confidential to BCS Members

Key stakeholders approached to review relevant role descriptions. Update made to the following role descriptions: Approved by Trustee Board on 28 March 2018 (TB/2018/021 Appendix 1). See Trustee Board minutes (TB/2018/029 para 11).	8	28 March 2018
Key stakeholders invited to review relevant role descriptions including a working group to review the Office of the President <ul style="list-style-type: none">• Office of the President (complete rewrite)• Vice-President Finance• Chair of Council• Generic Trustee (including Council-elected trustee)• Organisation and Employers Board• Chair of Registration and Standards Committee (complete rewrite)	9	20 March 2019
Amendments to the description of the "Office of the President" by Chris Rees, and amendments to the "specific requirement for the Chair of the Academy Board. Definition of "Academy of Computing (other) trustee" deleted as the role was discontinued at 2020 AGM. Approved by Trustee Board 18 March 2020 (TB/2020/018 Appendix 1). See Trustee Board minutes (TB/2020/023 para 7).	v10	18 March 2020

CONTENTS

Office of the President (President, Deputy President & Immediate Past President)	<u>4</u>
Generic Vice-President	<u>7</u>
Vice-President Finance	<u>11</u>
Trustee Directors of BCS Learning & Development	<u>13</u>
Specific Requirements for the Chairs of Individual Boards	<u>15</u>
Chair of BCS Registration Standards Committee	<u>19</u>
Chair of Council	<u>21</u>
Vice-Chair of Council	<u>23</u>
Generic Trustee (including Council-elected trustee)	<u>24</u>
Generic Board/Committee Member	<u>26</u>
Elected Council Member	<u>28</u>
Professional Conduct Panel Chairs	<u>29</u>
Members of the Professional Conduct Panel	<u>30</u>

Role and Candidate Specification

BCS, The Chartered Institute for IT champions the global IT profession, and the interests of individuals engaged in that profession, for the benefit of society.

BCS is a complex international organisation that relies on a combination of volunteers. At the very highest level, a group of elected members, the Trustee Board, is legally responsible for the Institute's direction and strategy. The BCS Advisory Council, a representative body of the membership, elects the individual members of the Trustee Board. The Trustee Board is made up of Honorary Officers elected by Council and members of Council elected from within Council.

The Office of the President (OoP) is a three-year role, subject to final election by Council, it is expected that the Deputy President progresses, after one year, to take on the Institute's Presidency for one year, then moves to Immediate Past President for the third year. The three roles work together to ensure there is the appropriate continuity throughout a three-year period and require the same skills and competencies to help lead the Trustee Board.

Professional Membership of BCS is required for all three roles and Fellowship is encouraged. Chartered Status is desirable, although not necessarily CITP, and a track record of commitment as an active member of the Institute is desirable.

Roles

The President is a trustee and chairs the Trustee Board (similar to a non-executive Chair of a company board). The President assists the CEO in leading strategy and direction of the Institute, and through consulting with the Council. Ceremonial duties accompany the role, the range of activities includes: hosting an annual dinner; presiding over graduation ceremonies; visiting and speaking at branch and specialist group meetings; and chairing the Annual General Meeting. The President will be one of the public faces of the Institute, speaking on its behalf in public and, where appropriate, using their personal standing to enhance the Institute's influence with the profession, academia, Government, media, business and the public at large.

The role will work with the independent Chair of Council, and Vice-Presidents on the key challenges facing the Institute. In addition, they will link specifically with the Vice-Presidents: Organisation and Employers; Society; Community and Academy Boards to build and manage a stakeholder engagement plan.

The **Deputy President** is a trustee and deputy chair of the Trustee Board along with being the lead connection with the Registration and Standards Committee (RSC) and the Trustee Board. The Deputy President shares the workload of the President, where required, and works with the CEO and appropriate Senior Executive(s) in taking up a strategic focus to lead throughout the term of the Presidential Office. The Deputy President will link with the Vice-President Community to formulate and manage a branch and specialist engagement programme for the Office of the President.

The Deputy President is involved in the sharing of Trustee Board meeting papers/minutes with Council and the general membership. The role requires being able to judge where redaction is

Confidential to BCS Members

genuinely justified and the additional competence to be able to explain clearly, and where necessary defend, redaction decisions.

The Immediate Past President provides essential continuity to the Presidential team whilst remaining a Trustee and member of the Trustee Board. This position takes on the role of 'Senior Trustee' to offer advice and support confidentially to the Deputy President, President, Group Chief Executive and other Trustees, as required. This position is chair of the Group Nominations Committee and Remunerations Committee, organises the annual Trustee Board self-evaluation survey and produces action points for the Trustee Board to take forward.

This role has responsibility for the development of senior volunteers through its position as Chair of Nominations Committee. The Immediate Past President may also be asked to take on 'special projects' as these arise.

Candidate Specification

Preference will be given to candidates who meet as many of the following criteria as possible. It is recognised that no candidate is likely to satisfy all these criteria.

Experience

Within the private, public, charitable or academic sectors:

Holding a senior management role, such as the Director or Head of Department within a complex, diverse and sizeable organisation (turnover >£20M) demonstrating an understanding of the unique challenges of working through a combination of both staff and volunteers.

A career anchor within the Computing/IT area.

A strong track record in strategic leadership and, policy development.

Management experience in the monitoring and evaluation of organisational performance, including establishing appropriate indicators.

Achievements in leading and delivering objectives in a peer collaborative environment (e.g. standards bodies)

Financial experience in the management of major budgets (£1M+).

Demonstrated ability to inspire and motivate a team.

Familiarity with public speaking and acting in an ambassadorial role.

An extensive network with contacts across as much as possible of the private, public, Governmental, trade body, charitable and academic sectors.

Knowledge and context of the Institute

An understanding of the legal duties and responsibilities of Trustees in terms of charity and company law.

Experience with the governance environment of the Institute, including its Royal Charter obligations and charitable objectives.

Broad knowledge of the IT industry and professional development/training issues.

Understanding of the education sectors and the future directions of education.

Skills and Competencies

Confidential to BCS Members

Influencing, leadership and chairing skills.

Negotiation and conciliation.

Extracting the best performance from multi-disciplinary teams.

Strong communication skills and the ability to relate to audiences of widely differing levels of expertise.

A strong and positive personality, constructive/progressive and collaborative in nature, with an ability to develop positive working relationships within the Trustee Board, Executive, Council and individual Boards the strength to challenge advice as appropriate.

An ability to advise, question, debate, challenge rigorously, decide dispassionately and follow up appropriately.

A strong communicator (both in speaking and listening), capable of successfully sharing the Board's agreed vision and objectives with all stakeholders.

Availability to devote substantial time to furthering the work of the Institute. An average time commitment of between 10 – 15 hours per week is , through a range of day and evening work. There will be a core commitment to a required number of physical meetings with the ability to provide further time if required by circumstances. Attendance at Trustee Board, Council and Nominations Committee are required with other Board attendance on an ad hoc basis.

GENERIC VICE-PRESIDENT

1. Vice-Presidents, as trustees, have the key role of helping the Institute implement its strategy and deliver its goals, through their respective Boards, working in close co-operation with the Executive. They also have a vital role through their boards in contributing to the further evolution and development of the Institute's Strategy through the Institute's "Strategy Cycle". The complex nature of BCS as a charity and chartered body, and the need to monitor the performance of its trading subsidiaries, adds to the challenge of the role. Similarly harnessing the skills of both volunteers and paid staff requires particular expertise. Beside the generic profile of experience, skills and competencies described here each Vice-President role may have additional requirements determined by the specific nature of the board or committee to be chaired. Vice-Presidents can only take decisions independently in their role if a decision of the Trustee Board, gives them the authority to do so. An individual trustee cannot bind the other trustees to a course of action unless it has been authorised by the trustees as a whole. The descriptions below also underpin the President and Deputy President roles described above.

2. The Role

The responsibilities of all Chairs of Boards/Vice-Presidents include:

2.1. Board Meetings

- 2.1.1. Delivering board performance through careful preparation of agendas and clear prioritisation, both in contributing to the development of Institute strategy and implementing the agreed strategic objectives for their board. Chairing their board meetings effectively and in accordance with the Guidelines for the Conduct of Business in BCS Boards and Committees. HQ staff provide administrative support to boards and chairs of Boards, and will work closely with them to prepare agendas well in advance of each meeting, and to finalise minutes for dissemination to the Board.

2.2. Strategic Planning and Financial Management

- 2.2.1. As part of the "Strategy Cycle", leading the development and costing of strategic options with their board as well as supporting the Chief Executive, President and Deputy President in preparing appropriate strategic options for the Institute as a whole for decision by Trustee Board. Agreeing priorities for tactical programmes within their board's area of activity.
- 2.2.2. Assisting the Chief Executive and the Finance Director in the preparation of the Institute's budget and ensuring that committed programmes of work are within the relevant part of the Institute's agreed operating budget. Taking ownership to deliver those actions assigned to their board

2.3. Strategic Management

- 2.3.1. Ensuring the delivery of the agreed programmes of activity.
- 2.3.2. Reporting to Trustee Board on their board's progress in achieving its objectives, and other developments of note.

2.4. Recruitment and Succession Planning

Confidential to BCS Members

- 2.4.1. In accordance with the Terms of Reference and Trustee Board Regulations, identifying and recruiting members who have the necessary skill and capability to contribute effectively to the work of the board.
- 2.4.2. In addition to the above, contributing to effective succession planning for leadership of the Institute by identifying and recruiting members to the board who have the potential not only to further the objectives of the Institute but also to lead the board.

2.5. Raising the Profile of the BCS

- 2.5.1. Ensuring that the Institute is properly represented externally in the areas of responsibility of the board, either in person or by arranging a suitable expert.
- 2.5.2. Promoting the activities of the Institute to help make the Institute more relevant, visible and influential.

2.6. Additional Responsibilities

- 2.6.1. Contributing to the broader, general activities of the Institute, for example attending Institute events; preparing for and attending meetings of Council (four / five times a year) and Trustee Board (approximately six / eight times a year); and, on invitation, attending meetings of committees and panels that report to the board.

Candidate Specification

Preference will be given to candidates who meet as many of the following criteria as possible. Prioritisation will depend on the Board to be chaired. It should be made clear in the supplementary Board specific role description.

3. Experience

- 3.1. A board-level role (main or divisional), either executive or non-executive in the private, public or third sector, including for academic's experience as head of department or service on a faculty or similar university board.
- 3.2. A strong track record in leadership and policy development.
- 3.3. Familiarity with monitoring and evaluation of performance in commercial, governmental or charitable organisations.
- 3.4. Demonstrated ability to integrate and motivate mixed teams of staff and volunteers.
- 3.5. Comfort with public speaking and acting in an ambassadorial role.
- 3.6. A clear track record of commitment as an active member of the Institute, or an equivalent professional body.

4. Knowledge

- 4.1. A clear understanding of the legal duties and responsibilities of trustees. Vice-Presidents are trustees of the Institute and are in law (1) the equivalent of company directors and (2) charity trustees. All potential BCS trustees are required to sign a declaration of their willingness and eligibility to become a BCS trustee, and to declare

Confidential to BCS Members

any interest they may have in accordance with the Policy for the Conflict of Interests of BCS trustees. They also undertake to abide by the provisions of the Code of Conduct for BCS Trustees, acting in the best interests of the Institute as a whole.

- 4.2. Financial literacy, the ability to read and understand a balance sheet and a Profit and Loss (P&L) account.
- 4.3. Familiarity with the governance environment of the Institute, including its Royal Charter obligations and charitable objectives.
- 4.4. Broad knowledge of the IT industry.
- 4.5. Understanding of the education sectors and the importance of high calibre research.
- 4.6. Able to demonstrate a thorough understanding of the Institute's charitable status and aims.

5. Skills

- 5.1. Leadership and chairmanship.
- 5.2. Negotiation and conciliation.
- 5.3. Extracting the best performance from volunteer teams.
- 5.4. Strong presentational skills and the ability to relate to audiences of widely differing levels of expertise.

6. Competencies

- 6.1. A strong and positive personality, constructive/progressive in nature, with an ability to develop positive working relationships within the Trustee Board, Executive, Council and with individual board members.
- 6.2. A readiness to delegate in a clear and managed way to other board members, maintaining their motivation.
- 6.3. An ability to advise sensibly, question intelligently, debate constructively, challenge rigorously, decide dispassionately and follow up appropriately.
- 6.4. A committed networker with extensive contacts across both the Institute and industry
- 6.5. A skilled communicator and strategic thinker with the ability to debate topical issues and draw succinct conclusions to express the views of the majority and determine key focus areas. Clear capability to share successfully the board's agreed vision and objectives with all stakeholders.
- 6.6. People development, a clear commitment to the development of volunteers, identifying, supporting and selecting potential candidates for boards, committees and working groups.
- 6.7. Professional Membership is required and fellowship is encouraged. Chartered Status is desirable (not necessarily CITP).

7. Availability

Confidential to BCS Members

- 7.1. The role of Vice-President is fundamental to the success and future development of the Institute. Undertaking the full range of duties and responsibilities places demands on time and commitment and requires considerable flexibility to manage these demands.

VICE-PRESIDENT FINANCE

The Vice-President Finance is an Honorary Officer as described in the Royal Charter and By-laws. He/she is elected by Council and can serve for a maximum of two consecutive terms of three years each. He/she chairs the Risk, Audit and Finance Committee and is an *ex officio* member of the Trustee Board and Council. He/she is responsible to the Trustee Board.

1. Responsibilities

The Institute expects its Vice-President Finance to undertake the following:

- 1.1 To lead and manage the work of the Risk, Audit and Finance Committee in accordance with the Risk, Audit and Finance Committee Terms of Reference. To lead and manage the work of the Finance Sub-Committee.
- 1.2 To hold a Risk, Audit and Finance Committee meeting with the BCS Group's auditors as part of the annual financial audit process and to ensure that the appointment of the external auditor is reviewed annually.
- 1.3 To ensure that, having consulted with the Group CEO and the Group Finance Director, the Risk, Audit and Finance Committee considers the financial, reputational and other risks to the achievement of the Charity's objectives and budget, and whether adequate internal controls and mitigating actions are in place to manage these risks.
- 1.4 To review relevant issues relating to subsidiary undertakings of the Institute, in cooperation with those entities, to discharge its responsibilities effectively
- 1.5 To report to Trustee Board on the Risk, Audit and Finance Committee's progress in achieving its objectives and make recommendations to Trustee Board in respect of audit, assurance, compliance, governance, business planning and financial risk management.
- 1.6 To lead ad hoc governance reviews as requested by Trustee Board.

2. Additional experience, skill competencies (beyond the generic Vice-President description) desirable

- 2.1 Wide financial and accounting skills - ideally an accountancy qualification – with knowledge of relevant financial reporting standards, particularly FRS 102 and the Charities SORP (Statement of Recommended Practice) 2015.
- 2.2 Understanding of the principles and practice of good corporate governance, including guidance issued from time to time by the regulator, currently the Financial Reporting Council (FRC) such as that on Audit Committees board effectiveness , and risk management, internal control and related financial and business reporting.
- 2.3. Experience as a member of an Audit Committee in the private, public, academic or third sectors

Confidential to BCS Members

2.4. Familiarity with the relevant requirements of the Charities Act 2011 and associated Charity Commission guidance.

2.5. Professional Membership is required and fellowship is encouraged. Chartered Status is desirable (not necessarily CITP).

BCS Learning & Development Limited is a wholly owned subsidiary of BCS, The Chartered Institute for IT.

The subsidiary, BCS Learning & Development Limited, is a separate limited company with its own board of directors. It performs its activities within the overall charitable objects and mission of its parent company, BCS, The Chartered Institute for IT. The subsidiary is responsible for building the world's leading IT examinations, certification, qualifications, consultancy and related businesses. It also acts as the main financial engine of the parent organisation, and funds, through license fees and gift aid transfers, some of the activity carried out by the Chartered Institute. The subsidiary has one shareholder, BCS.

Two BCS trustees serve as Trustee Directors on the Board of BCS Learning & Development.

1. The Role

The aim through these appointments is to recruit Directors who:

- Bring knowledge of the education and examination markets and customers for BCS Learning and Development products and services.
- Act in a manner considered, in good faith, which will promote the success of the subsidiary for the benefit of the Institute.
- Ensure coherence between the Institute's charitable objectives: vision, mission, values and objectives and the activities of the subsidiary.
- Strengthen the Board with respect to strong understanding of best business practice.
- Deliver good corporate governance, recognising that whilst trustee directors are not independent (having been appointed specifically by the sole shareholder), they do have a responsibility as Directors to take into account the interests of all stakeholders.
- Provide appropriate and constructive challenge to the executive directors.

Candidate Specification

Preference will be given to candidates who meet as many of the following criteria as possible.

2. Experience/Competence

2.1 Has an affinity with the Institute's charitable objectives.

2.2. Experience at a senior level on the Board of a sizeable organisation (turnover >£20M) in the education and examinations sector or at Board level line of business head level in a large multinational business.

2.3. Non-executive directorships in the IT sector would be relevant but not essential.

2.4. Familiarity with the process of strategy development and rigorous assessment of strategy implementation options.

2.5. Experience in the qualifications/training sector.

Confidential to BCS Members

- 2.6. Experience in key UK vertical markets such as Finance, Health, Public Sector, telecommunications...
- 2.7. Knowledge of key markets beyond the UK (North America, Middle East, India, China...).
- 2.8. A proven track record in commercial leadership and business development.
- 2.9. Experience in successful product/service assessment and development.
- 2.10. Familiarity with the process of establishing and monitoring effective performance metrics.
- 2.11. Awareness of the challenges of working and communicating with a diverse range of stakeholders.
- 2.12. The Trustee Directors are expected to attend meetings of the Learning & Development Board, Trustee Board and Council.
- 2.13. Professional Membership is required for Honorary Officer appointments and Chartered Status is desirable (not necessarily CITP).

3. Temperament and Personality

- A strong and positive personality, constructive/progressive in nature, with an ability to develop positive working relationships and to contribute vigorously to the Board's development of strategy.
- An ability to advise sensibly, question intelligently, debate constructively, challenge rigorously, decide dispassionately and follow up appropriately.
- A strong communicator, capable of successfully sharing the Board's agreed vision and objectives with all stakeholders.

1. Academy Board - Chair

Context

The BCS Academy of Computing is a partnership between BCS, The Chartered Institute for IT, the Council of Professors and Heads of Computing (CPHC) and the UK Computing Research Committee (UKCRC). The Academy of Computing Board reports to the Institute's Trustee Board.

The remit of the BCS Academy of Computing is consistent with the BCS Royal Charter of advancing the study, use and application of computing for the benefit of society.

Mission

To advance the creation, study and application of knowledge in computing.

The principal aims of the Board are to:

1. Develop and galvanise a grassroots community inclusive of scholars, researchers and professionals with a shared commitment to the advancement of computing education and research.
2. Endeavour to ensure the relevance of computing knowledge throughout the education, business and research sector, including through accreditation of university degree courses.
3. Engage with the public in order to inform and facilitate appreciation of the successes and challenges of computing, and promote informed debate about the roles computing should play in society at large.

Key areas of activity for the Academy

1. Computing at School (CAS).
2. Promotion of Computing as an Engineering and Science Discipline.
3. Awards, Events and Publications.
4. Engage with Government, Industry, Learned Societies, the public etc.
5. Accreditation and Examinations.

Academy Communities include the following:

1. Computing Lectures and Researchers in Further and Higher Education.
2. Computing Students in Further and Higher Education.
3. School Computing Teachers including interacting with the school pupils where appropriate.
4. Industry (who have existing commitment to advancing computing in education and research).
5. The public.

Confidential to BCS Members

Specific Requirements for the Vice-President / Chair BCS Academy of Computing Board

As Chair of the Academy Board, the person appointed should:

- understand the diverse nature of computing in UK Education (from schools, through to Further Education and Higher Education) and the various key actors and stakeholders in the landscape, and a willingness to engage with them on their terms.
- Have the background and experience to speak authoritatively on the challenges facing academic computing in the UK; for example, by having held a major role in a computer science department.
- promote the BCS, specifically the Academy of Computing, among the various academic, professional and policy stakeholders, and to feed back information to the Academy and to Trustee Board.

Person Specification

Vice-President / Chair of BCS Academy of Computing Board

	Essential	Desirable
Knowledge and Experience of Higher Education	√	
Knowledge and experience of one or more of the Academy Communities (other than HE)	√	
Internationally renowned in the field of computer science (in academia, industry or both)	√	
A strategic thinker	√	
Knowledge of Strategic Planning and Financial Management	√	
Board level leadership and inter-personal skills, including the ability to contribute positively and to challenge constructively	√	
A skilled communicator with strong inter-personal skills and the ability to debate academy issues and draw succinct conclusions to express the views of the majority.	√	
Extensive personal network of senior practitioners in influential employer organisations	√	
Good knowledge and contacts with other learned societies and relevant bodies	√	
Excellent communication skills including public speaking	√	
A track record commanding respect for achievement within the Engineering community	√	
Knowledge of Academic Accreditation		√
Willingness to commit the time required for preparation and board participation	√	
Professional member of BCS, The Chartered Institute for IT	√	
Holds Chartered status		√

3. Community Board

- A recognised track record in volunteer activity within a community (preferably within BCS).
- Strong empathy and interpersonal skills; able to involve a wide range of backgrounds in board discussions, and build partnerships across a volunteer community
- Ability to balance and communicate differing priorities across a voluntary environment, alongside resource pressures
- Experience of managing financial budgets in a business environment.

4. Society Board

- Board level experience in the third sector
- An understanding of good practice in social policy, media and stakeholder engagement.
- A strong reputation, particularly for values and social impact
- Ideally, an established network to draw upon within the third sector, politics and media
- An affinity with the mission of BCS and a determination to see the organisation become more effective.
- The ability to constructively challenge and influence other Trustees and the executive team whilst also building warm working relationships

5. Organisation and Employers Board

Essential

- Employed in a senior role with IT responsibilities in an organisation in one of the following stakeholder communities:
 - Private sector organisation employing IT Professionals
 - Public sector organisation employing IT Professionals
 - IT Supplier
 - Academia
 - Recruitment
 - Charities
 - Project sector organisations with responsibility for policy
 - Workforce strategy
 - Skills development
 - Delivering successful IT projects
- Board level inter-personal skills. Contribute positively and constructively, working closely with colleagues both in the board and on ad-hoc working groups.
- Understanding of the objectives of the BCS Organisation and Employers agenda.
- Willingness to commit the time required for preparation, board participation and working group participation.

Desirable

- Knowledge of standards for IT professionals and skill framework such as Skills for the Information Age (SFIA).
- International experience and perspective.
- Senior network

Confidential to BCS Members

- Commercial skills and experience
- Experience with the specification and development of CPD and professional updating.
- Professional member of BCS.
- Holds Chartered status.

1. Context

The BCS admits individuals to membership and awards professional status based on demonstration of knowledge and competence defined by the standards. Professional registration offered by BCS to its members includes: CITP, RITTech, CEng, IEng, FedIP.

The Registration and Standards Committee is responsible to the Institute's Trustee Board for maintaining the definition of BCS standards for the CITP and RITTech standard and responsible for reviewing the criteria for membership. Finally, RSC is responsible for ensuring compliance with licensing requirements set by the Engineering Council for the award of CEng and IEng. The Committee oversees the licensing and accreditation activity of BCS related to the award of BCS Standards and ensures awarding bodies comply with criteria for the award.

The Registration and Standards Committee (RSC) is supported by the RSC secretariat.

2. Key Responsibilities

These include:

2.1 Set, maintain and regularly review the requirements for inclusion in professional registers maintained and published by BCS including:

2.1.1 BCS policies to regulate the entry to the register(s)

2.1.2 Routes to registration

2.3 Oversee the granting and renewal of all agreements entered into by BCS with other bodies which allow entry to the BCS professional registers ensuring acceptable standards of quality are maintained.

2.4 Oversight of the criteria for entry to membership of BCS membership making recommendations as necessary to Trustee Board to amend or update Trustee Board Regulations – Section II Classes of Membership and Schedule 1 to Trustee Board Regulations - Assessment Scheme including:

2.4.1 BCS policies necessary to regulate the membership of individuals of the Institute.

2.5 Ensure appropriate mechanisms to mitigate risks to the Institute:

2.5.1 as the regulator of BCS standards;

2.5.2 for admission of individuals to membership of the Institute; and

2.5.3 award of professional registration conferred by the Institute

2.5.4 against loss of licensee status of Engineering Council

Confidential to BCS Members

3. Candidate Specification

3.1. Essential

- Current Fellow and /or Chartered member of BCS.
- Employed (or recently employed) in a senior role with IT responsibilities in either the private, public, charitable or academic sector.
- Understanding the value of membership and certification for individuals at every stage of their careers to verify professional behaviours and competence.
- Board level inter-personal skills: the ability to contribute positively and to challenge constructively and to work closely with colleagues both in the board and on ad-hoc working groups.
- Willingness to commit the time required for preparation, board participation and working group participation.

3.2. Desirable

- International experience and perspective.
- Understanding of the rationale for demonstration of current competence for professional registration.

3.3. Preference will be given to candidates who are:

- Strategic thinkers;
- Skilled communicators with the ability to debate topical issues and draw succinct conclusions to express the views of the majority.
- Have demonstrated sound judgement, integrity and high ethical standards.
- Have financial literacy i.e. the ability to read and understand financial statements and related business plans, or a willingness to undertake the necessary training.
- Able to demonstrate a thorough understanding of the Institute's charitable status and aims.

1. Term of Office

The Chair of Council shall be elected for a two-year term of office and will also serve as a trustee.

2. Eligibility

The Chair of Council must be:

- An elected member of Council, i.e. not an “ex officio” member of Council
- A Chartered or Professional Member of the BCS, in good standing*
- Eligible and willing to become a BCS Trustee
- Willing and able to dedicate appropriate time and commitment to the role**

3. Role

The Chair’s role involves:

- Leading the BCS Council, in its capacity of providing advice to the Trustee Board on the strategic direction and operation of the Institute and in this role working in co-operation with the Trustees in their other BCS roles.
- The effective conduct of Council meetings and the organisation of Council’s work.
- Ensuring that any potential “conflicts of interests” are declared and avoided during the considerations of Council
- Ensuring that Council Regulations are maintained and fit for purpose
- Facilitating proper discussion and debate on agenda items of substance
- Exercising the Chair’s discretion, when deemed necessary and appropriate, to move the agenda forward to the next item of business, by limiting further discussion.
- Listening to and acting upon the concerns of Council
- Formulating and managing a suitable forward agenda for Council business
- Responding to Council issues which arise between meetings of Council.
- Developing the skills of the members of Council and assisting in the progression and enhancement of their roles (new and existing) in BCS

4. Personal Qualities and Competencies

The Chair of Council should be:

- Willing to serve the needs of Council and committed to developing the effectiveness of Council.
- Committed to serving BCS as a whole in the Trustee role.
- Well respected and demonstrably capable of chairing meetings of Council
- Positive and capable of seeing the big picture and building solutions to the problems and challenges of BCS and Council.
- An effective delegator, diplomat and team builder / player, not only within Council but with all areas of BCS. An effective listener, good communicator and fair facilitator. Well organised, confident, determined and business-like.

Confidential to BCS Members

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

* the phrase 'in good standing' refers to a Member whose subscriptions are paid up and who is not under investigation under BCS Disciplinary Regulations.

** the time commitment for the Chair is likely to be . Three or four days per month, including , including Trustee responsibilities. It should be realised the workload is higher before and after meetings and is not evenly spread over the year. An in-coming Chair should double these numbers for the first two months.

1. Term of Office

The Vice-Chair of Council shall be elected for a one-year term of office.

2. Eligibility

The Vice-Chair of Council must be:

- An elected member of Council, i.e. not an “ex officio” member of Council
- A Chartered or Professional Member of the BCS, in good standing*
- Willing and able to dedicate appropriate time and commitment to the role**

3. Role

The Vice-Chair’s role involves:

- Supporting and assisting the Chair of Council in the discharge of their duties
- Deputising for the Chair when the Chair is unable to attend any meeting of Council

The Vice-Chair will not be required to deputise for the Chair as a Trustee.

4. Personal Qualities and Competencies

The Vice-Chair of Council should share the same personal qualities and competencies expected of the Chair; in addition, the Vice-Chair needs to:

- Be completely comfortable with supporting the Chair, in a subsidiary and complementary role
- Confident enough to voice a differing opinion to the Chair but also able to work with the Chair’s decision if different to theirs.
- Understand that a Vice-Chair/Deputy often has much of the work and may not receive due recognition for this input.

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

** the time commitment for the Vice-Chair is likely to be a minimum of one day per calendar month. It should be realised the workload is higher before and after meetings and is not evenly spread over the year.

GENERIC TRUSTEE (INCLUDING COUNCIL-ELECTED TRUSTEE)

1. The description of the responsibilities of a Trustee of a charity is published by the Charity Commission and may be found here. What follows is the additional focus BCS applies.
2. Although some trustees are elected directly from and by Council, their overall responsibilities in this role are the same as other trustees.

3. The Role

2.1 Trustees have overall legal responsibility for BCS. They must ensure that:

- BCS pursues its objects as set out in the Royal Charter
- The assets (including all revenues such as those from products/services, income received by member groups, investment income and property) of BCS are protected and used exclusively to pursue our Royal Charter objectives.
- BCS complies with the law and our governing documents.
- BCS remains solvent and is not exposed to undue risk.

2.2 Trustees must act at all times in the best interests of BCS. They must avoid situations where their personal or other interests conflict with the interests of BCS and must not profit from their role. In carrying out their duties, trustees have a duty of care to act reasonably and prudently and a higher duty in areas of their own expertise.

2.3 The Trustee Board takes decisions collectively and trustees meet as often as they need to in order to carry out their responsibilities.

2.4 Trustees can only take decisions independently in their role as trustee if a decision of the Trustee Board, gives them the authority to do so. An individual trustee cannot bind the other trustees to a course of action unless it has been authorised by the trustees as a whole.

2.5 Trustees are not expected to be experts in every field, but they have a duty to take advice when they are not confident about taking a decision.

4. Experience and Skills

3.1 An effective board of trustees should be able to draw on a diverse range of skills, knowledge, qualities and experience to help it fulfil its roles. Trustees will be expected to contribute both hard and soft skills in addition to a sound knowledge of BCS.

3.2 Trustees should possess the following:

- Sound understanding of the Institute's charitable objectives as defined in the Royal Charter.
- Sound understanding of at least two areas of BCS operations from the following list:
 - Member group activities.
 - Policy and public affairs activities, including diversity, security, health informatics.
 - BCS Academy activities.
 - Computing At School activities.
 - Professionalism programme.
 - Chartered standards – CITP, CEng and RITTech.
 - BCS products and services.
- experience of board or committee work.

Confidential to BCS Members

- Sound understanding (experience preferred of business management)

5. Competencies

4.1 Trustees act collectively to fulfil their duties. All trustees should be able to demonstrate they meet certain key competencies: They Must:

- *Commit to the purpose and objects of BCS as defined in the Royal Charter.*
- *Model the values and ethics of BCS as defined in the BCS Code of Conduct.*
- Act reasonably and responsibly when undertaking such duties and performing tasks: Honour commitments they make
- Maintain confidentiality on sensitive and confidential information.
- Understand the importance and purpose of meetings and Prepare for them adequately and attending them regularly.
- Be able to analyse information and, when necessary, challenge constructively.
- Be able to make collective decisions and stand by them.
- Respect boundaries between executive (staff or day to day) and governance functions.

4.2 Professional Membership is required and fellowship is encouraged. Chartered Status is desirable (not necessarily CITP).

6. Availability

5.1 The role of trustee is critical to the success and well-being of the Institute and should be the prime focus of any Council member who is elected to this role. The time demands are such that this will limit the number of additional roles an individual can hold on other BCS groups and committees.

GENERIC BOARD/COMMITTEE MEMBER

1. A number of strategic boards, each normally headed by an elected Vice-President, report into Trustee Board. These boards are responsible for contributing to and overseeing the development and implementation of a key area of the Institute's strategy. Trustee Board appoints the chairs of these boards (usually the Vice-President). All other appointments are based on nominations by the relevant board subject to ratification by Trustee Board. The same arrangements apply to the Risk, Audit and Finance Committee (RAFC).
2. Board members are selected on the basis of their competencies, knowledge and expertise in the relevant area. Every effort is made to include broad representation from stakeholder groups and to maintain diversity amongst board membership. In addition, boards include two Council representatives with one Council representative on RAFC.
3. Preference will be given to candidates who meet as many of the following criteria as possible. Prioritisation will depend on the specific Board. It should be made clear in the supplementary Board specific role description:
 - Strong inter-personal skills. The ability to contribute positively and to challenge constructively and to work with colleagues both in the board and on ad-hoc working groups.
 - A strategic thinker.
 - A skilled communicator with the ability to debate topical issues and draw succinct conclusions to express the views of the majority.
 - Candidates who have demonstrated sound judgement, integrity and high ethical standards.
 - Willingness to commit the time required for preparation, board participation and working group participation.
 - Employed with significant IT responsibilities in a customer, supplier, academic or recruitment organisation.
 - Financial literacy i.e. the ability to read and understand financial statements and related business plans, or a willingness to undertake the necessary training.
 - A thorough understanding of the Institute's charitable status and aims.
 - Professional member of BCS
4. Additionally, preference will be given to candidates who offer the following, depending on the specific board/committee:
 - Holders of a current Chartered status (CITP, CEng or CSci).
 - Expertise in the academic and research sectors.
 - Experience with the development of professional examinations, assessment and certification.
 - Experience with the specification and development of CPD and professional updating.
 - Experience in public or professional policy development, or public affairs.
 - Experience in IT related publishing (either paper-based or electronic).
 - Experience in sales and marketing of IT-related services, particularly training and education.

Confidential to BCS Members

- Employed (or recently employed) in a senior role with responsibilities that embrace engineering and science considerations.

1. Term of Office

Council is a body, representative of the membership that offers advice to the Trustee Board and Executive on the direction and operation of the Institute and its subsidiaries. It also has a constitutional role in electing the Honorary Officers and representatives to the Trustee Board. Council members are elected for a three-year term. Council members are normally elected either by the general membership or by specific groups of members.

2. Eligibility

- Elected Council members must be BCS member of good standing* at any grade (including Student).
- Elected Council members should be willing and able to dedicate appropriate time and commitment to the role. **

3. Role

The elected Council member's role involves:

- Representing the diverse views of their electorate as accurately as possible in Council debates, which is likely to require keeping in touch with a wide range of members of different ages and with different interests.
- Reviewing Council and Trustee Board papers and plans thoroughly in order to be able to constructively contribute to Council's role as advisor to Trustee Board.
- Working in a professional manner, alongside members with different personal views on BCS and collaborating to produce solutions to the problems and challenges faced by BCS and its Council.

Elected Council members are offered training and encouraged to contribute the following competencies:

- Financial literacy i.e. the ability to read and understand financial statements and related business plans.
- A thorough understanding of the Institute's charitable status and aims.

* the phrase 'in good standing' refers to a Member whose subscriptions are paid up and who is not under investigation under BCS Disciplinary Regulations.

** the time commitment is likely to be around eight days per annum, with four of these being Council meetings and one being the Strategy "Away Day" in January. It should be realised the workload is higher before and after meetings and is not necessarily evenly spread over the year.

PROFESSIONAL CONDUCT PANEL CHAIRS

1. BCS, The Chartered Institute for IT champions the global IT professional and the interest of individual engaged in that profession. All members sign up to adhere to the Code of Conduct when they become members. Members shall at all times conduct themselves to safeguard the public interest and uphold the reputation and dignity of the Profession.

2. The Roles

The Professional Conduct Panels are made up of the Investigation Panel and the Disciplinary Panel. The Investigation Panel investigates complaints, where necessary, and when called upon by the Investigation Panel Chair. A Disciplinary Committee is formed by the Disciplinary Panel Chair from the Disciplinary Panel to hear cases that have been referred to it by the Investigation Panel.

3. Criteria/Experience

- Experience of Chairing investigation/disciplinary proceedings gained in the private, public or voluntary sector.
- Impartial and objective approach to decision making.
- Experience in conciliation and negotiating skills and you will have a reputation for commanding trust and be of credible public stature.
- To be appointed as Disciplinary Chair you should be legally qualified.

4. The appointment and term of office

The positions are not remunerated and will be for a three-year term of office on the appointment by the Trustee Board. The Chairs of both Panels are required to be Fellows of BCS who are not members of the Trustee Board. Chartered status is desirable (not necessarily CITP).

5. Responsibilities

The Chair will liaise with the Registrar to ensure that the Institute complies with the procedure, and will assist in making guidance notes and rules if necessary for the practice of the Investigation and Disciplinary Panels.

1. BCS, The Chartered Institute for IT champions the global IT professional and the interest of individuals engaged in that profession. All members sign up to adhere to the Code of Conduct when they become members. Members shall at all times conduct themselves to safeguard the public interest and uphold the reputation and dignity of the profession.

2. The Roles

The Professional Conduct Panels are made up of the Investigation Panel and the Disciplinary Panel. The Investigation Panel investigates complaints, where necessary, and when called upon by the Investigation Panel Chair. A Disciplinary Committee will be formed from the Disciplinary Panel to hear cases that have been referred to it by the Investigation Panel.

3. Criteria/Experience

- Experience of investigation/disciplinary proceedings gained in the private, public or voluntary sector.
- Ability to demonstrate a range of competencies required to contribute effectively to the work of either panel including integrity, team working and excellent communications and written skills.
- Ability to listen and communicate effectively
- You will have an impartial and objective approach to decision making.
- Experience in conciliation is desirable and you will have a reputation for commanding trust and be of credible public stature.
- Awareness of equality and diversity issues

4. The appointment and term of office

The positions are not remunerated and will be for a three-year term of office on the appointment by the Trustee Board. Professional membership is required, and fellowship is encouraged. Chartered status is desirable (not necessarily CITP).

Lay members are also required for the Disciplinary Panel: that is professionally qualified members of other professional bodies who are not members of the BCS.