

BCS Member Groups Convention – Autumn 2014

Role-based Communities

<p>10:00 – 10:30</p> <p>Welcome and Introduction</p> <p>Garfield Southall – Chair, Best Practice Committee</p> <p>Opening address : Paul Fletcher, CEO BCS</p>				
	<p>Thread A</p> <p>Chairs</p>	<p>Thread B</p> <p>Secretaries</p>	<p>Thread C</p> <p>Events & Publicity</p>	<p>Thread D</p> <p>Recording and Broadcasting</p>
<p>10:30 – 11:30</p> <p>Session 1</p>	<p>For each thread a pilot role description is presented, along with relevant BCS objectives. In this first session the groups will call upon their own experience to produce a set of questions and suggestions which will form the basis of session 2.</p>			
<p>11:30-11:45</p> <p>Break</p>				
<p>11:45 – 13:00</p> <p>Session 2</p>	<p>Groups question a guest who has experience in the area and then modify and develop both the role description and the aims of the role.</p>			
<p>13:00 – 14:00</p> <p>Working Lunch / Networking</p>				
<p>14:00 - 15:00</p> <p>Session 3</p>	<p>Groups prepare a 7-minute presentation of their deliberations.</p>			
<p>15:00 - 15:15</p> <p>Break</p>				
<p>15:15 – 16:00</p> <p>Group Presentations, Plenary</p>				
<p>16:00 – 17:00</p> <p>BCS Strategy 2014/2015 : Maggie Kneller Closing Comments – Garfield Southall</p> <p>Wine and Networking</p>				

Aims of the day

1. To update/create role descriptions for the four committee positions under discussion.
2. To discuss how those roles further the mission of BCS and enhance member engagement.
3. To share best practice within the role community.
4. To identify further training that may be required, and how best this may be delivered.

Role Descriptions as they currently stand

Edited extract from Volunteer Portal :-

Chair

Must be a professional member of BCS (MBCS/FBCS).
Responsible for the supervision of all matters concerning the effective leadership of the Member Group.
Chairs all general (AGMs and EGMs) and committee meetings.
Prepares the Chair's Report for each AGM.
Ensures the formulation of strategies for the committee and implements appropriate actions to achieve the strategic goals.

Secretary

Gives due notice of all general meetings (AGMs and EGMs) to all group members.
Gives due notice of committee vacancies to all group members.
Arranges suitable locations for committee meetings.
Prepares and issues agenda for all general meetings and committee meetings.
Records the minutes of all general meetings and committee meetings and issues copies to BCS Member Groups Team.
Must send an electronic copy of each set of approved minutes to the Member Groups Team (groups@hq.bcs.org.uk).
Handles correspondence between Member Groups Team and the Member Group.
Maintains a Member Group committee address / contact list, ensuring that updates are notified to Member Groups Team.

Membership Secretary

Must be a professional member of BCS (MBCS/FBCS).
Welcomes new members and distributes information on forthcoming events and other introductory information.
Encourages individuals who have enquired about membership to join, and provides them with information about the Member Group and forthcoming events.
Co-ordinates the recruitment of IT professionals at member group events and

through other methods.

Records events attendance and writes up reports.

Retains event attendance sheets (sends a copy to Member Groups Team) and co-ordinates a list of non-member attendees.

Uses member data provided on the group committee secure area.

Maintains a 'database' of these key contacts to facilitate the distribution of publicity material and other information.

Must comply with BCS Data Protection Guidelines

Email Co-ordinator

Acts as a focal point to distribute emails to Member Group members (e.g. notifying them of forthcoming events) using the BCS List Server facility.

Can be asked to send emails to own group members by other groups.

Distributes information regularly to an established network of contacts.

Webmaster

Creates and maintains the group website, liaising with BCS Web Team (webteamcms@hq.bcs.org.uk) over the various methods.

Either posts content to the website or provides access to committee members to post their own content.

The webmaster may also facilitate the use of other online channels for publicising events - such as social media, discussion forums - or the Member Group may have a separate 'Social Media Officer' to do this.

Publicity Officer

Ensures maximum coverage of group events, both before and after they occur.

Writes copy for media on branch activities.

Ensures all Group events are included in the BCS Diary.

Liaises with local press and radio.

Organises mail shots, programme cards, posters, etc.

Event Co-ordinator / Programme Card Co-ordinator

Puts the season's event programme together

Makes administrative and logistical arrangements for the events, including venue, catering etc., using the BCS Event Booking System where appropriate

Social Media Officer

Engages with members, potential members and other organizations and Groups using social media.

Uses social media to advertise events.

Recording and Broadcasting

Member Groups should develop a strategy defining what type of events will be recorded and broadcast, what approaches and technologies will be used, and what level of investment in equipment is justified. The guidance document includes recording scenarios, including costs, to help decide. The committee may wish to appoint a Recording/Broadcasting officer and Treasurers may include requests for funds to purchase equipment in their annual budget submissions.

In advance, or at the event, the organiser must

- Get the speaker's agreement to their slides being distributed and their address being recorded explaining how the recording will be subsequently used
- Remind speakers that they should own the copyright of their material, or obtain permission to use any material covered by a third party's copyright
- Tell audience members that the proceedings (including any discussion) will be recorded and how to protect their privacy, should they wish to do so
- Ensure that the recording does not contain any confidential, proprietary, personal, or defamatory material

Session Guideline

1. Elect a person to act as a scribe who will record key outcomes of the session. These notes may later be adapted to form supplementary information to the role description or used as examples of good practice. They will also help identify further training requirements. (A laptop is available for taking these notes, if required)
2. Elect a person who will present the outcomes of the session in a 7-minute presentation towards the end of the day. (A laptop with the standard BCS PowerPoint template is available.)
3. Discuss the role description as it currently stands and incorporate ideas and suggestions from the group to form a new description. This will then replace the existing version on the Volunteer Portal and become the recognised standard for that role.
4. In Session 2 a guest advisor with knowledge of relevant BCS strategy, or relevant practical knowledge, will help with any such questions that may have arisen in Session 1.
5. Discuss any supplementary questions the facilitator may have and which may enhance the role.