

BCS, The Chartered Institute for IT
BCS Community Board
Finance Committee Terms of Reference

Responsible Body	BCS Community Board
Version	2
Prepared by	Ian Sunley, Chair Community Board Finance Committee
Date Approved	14 September 2017
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Note: The control copy will be kept by the Registrar.

Summary Of Revisions Made	Version	Date
Working draft for IMB	0.2	17 March 2010
Modified to follow changes at IMB meeting 17 March 2010	0.3	17 March 2010
Minor revisions and improvements to presentation, consistency and ordering of content following IMB meeting 30 March 2010	0.4	30 March 2010
Minor revisions following review of 0.4	0.5	15 April 2010
As required by Membership Board, modification of 4.3 to specify membership range and inclusion of Head of Member Groups. Correction of duplicated para nos. in 3. Insertion of new 4.4, re. support, and additions to (old) 4.5 & 4.6. (Qualified approval given at Mem. Board meeting 1 Sept 2010)	1.0	22 Sept 2010
Change to maximum number of members 4.3, quorum 4.6, and addition of Appendix with authority levels	1.1	19 June 2012
Revisions throughout made to all references to Membership Board to reflect change of name to Community Board.	2.	21.06.17
Revisions made to Appendix at paragraphs 1; removal of repetition, and 2 and 3; SFR and budget over-spend levels.	3.	

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TERMS OF REFERENCE

Community Board – Community Board Finance Committee

1 Status

The Community Board Finance Committee reports to the Community Board.

2 Purpose

The principal aims of the Committee are to:

- 2.1 Be responsible to the Community Board for the financial rules, processes and procedures for Member Groups.
- 2.2 Establish, administer and allocate the Budget for all membership functions.
- 2.3 Optimise the use and take up of funds available to Member Groups through reviewing the actual results and re-allocating budget where appropriate

3 Key Responsibilities

In support of its purpose the Committee will:

- 3.1 Analyse the current financial rules procedures and processes for Branches, Specialist Groups and other Member Groups.
- 3.2 Consult with Member Groups and others over desired changes.
- 3.3 Where appropriate, propose revised financial rules, and publish after Community Board approval.
- 3.4 Define and agree levels of authority in relation to contracts and agreements committing BCS. Levels of authority are included in Appendix.
This will include policies and procedures for funding and collecting revenue from joint events with third parties and, for example, requirements to obtain multiple quotations for significant expenditure.
- 3.5 Define and agree internal auditing controls to monitor compliance with internal policies and procedures and external statutory requirements, striving always for best practice.
This includes requirements for financial probity.
- 3.6 Ensure that the budget process is handled smoothly and in a timely fashion
This will include the budgetary process for events whose planning horizon spans more than one financial year, and in-year management of the annual allocation to Member Groups.

3.7 Provide clarity about how the amount allocated to individual Member Groups is determined and, within the constraints of the overall allocation, determine how to distribute funds among the various Member Groups.

3.8 To arbitrate between parties to prevent conflict over procedures.

3.9 Ensure effective and timely communication with the membership over financial rules, regulations and processes.

4 Constitution and Membership

4.1 The Committee is envisaged as a small committee with the duty to consult and the ability to act quickly when necessary.

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

4.3 Membership of the Committee shall comprise:

- The Chair, appointed on the recommendation of Community Board and ratified by Trustee Board
- At least 4, and not more than 8, members ratified by Community Board
- The Head of Member Groups

At least one of the members should also be a member of the Community Board Policy Committee.

4.4 Secretariat support will be provided by BCS staff.

4.5 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.

4.6 The quorum shall be 4 of which a majority shall be Professional Members of the Institute. Board 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.

4.7 In the event that the Chair is unable to be present at a 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.

4.8 The chair may request an electronic vote on an agenda item that requires more research, but cannot wait until the next scheduled meeting. Such a vote will be held in accordance with BCS policy on electronic votes.

4.9 In the event of a tied vote, the Chair shall have an additional casting vote.

4.10 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.

4.11 On the recommendation of the Chair of the Committee, the Community Board may cancel or suspend the membership of the Community Board Finance Committee where the member's actions have, in the opinion of the Community Board, been detrimental to the work of the Committee.

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 Finance Committee shall review its terms of reference annually, usually at the first meeting following the AGM, and recommend amendments to Community Board.

Appendix

Levels of Authority for Community Board Finance Committee

1. Scope

These levels of authority relate to approvals given for Member Group and Community Board spending from the Member Group budget which is controlled by the Finance Committee.

2. Supplementary Funding Requests

Supplementary Funding Requests up to the value of £10,000 may be approved by the Finance Committee. Supplementary Funding Requests for more than £10,000 must be referred to Community Board for confirmation of the Committee's recommendation.

Urgent requests for a value of up to £1,500 may be approved by the Chair of the Committee, non-urgent requests are normally dealt with by the full committee.

3. Budget overspend

Where a Member Group treasurer raises a warning that his/her group is likely to exceed the allocated budget for the year, the Chair will decide if a Supplementary Funding Request should be raised. If the likely overspend is less than £1,500, the Chair can authorise the overspend by Chair's action, but amounts greater than £1,500 must go through the Supplementary Funding Process.

4. Carry forward funding Request

Where a Member Group has Carry Forward funds (from income generating events in previous years, the Committee can approve expenditure up to the total value of the Carry Forward funds available in response to a Carry Forward Funding Request.

5. Contractual commitments

Contractual commitments for BCS Member Groups can only be signed by the Head of Member Groups or the relevant Director Membership Services.