



Document Control Sheet

**BCS, The Chartered Institute for IT**

**BCS Programme, Practice and Policy Committee**

**Working Group – Member Groups Communications Review**

**Terms of Reference**

Responsible Body	BCS Community Board
Version	1.0
Prepared by	Garfield Southall, Chair, Programme, Practice and Policy Committee
Date Approved	15/09/2020
Date Issued	15/09/2020
Date of Last Review	08/09/2020

**Note: The control copy will be kept by the Community Team.**

<b>Summary Of Revisions Made</b>	<b>Version</b>	<b>Date</b>
First version	0.1	08/09/2020
<b>15 September 2020:</b> Community Board approved the ToR to version 1. See CB/2020/046 (para 11.3).	1	15/09/2020

# BCS, The Chartered Institute for IT

## TERMS OF REFERENCE

### PPP Working Group – Member Groups Communications Review

#### 1. Status

The Working Group reports to the Programmes, Practice and Policy Committee.

#### 2. Purpose

The principal aim of the Working Group is to:

- 2.1. Review the current Communication Channels between BCS and Members – e.g. Between Member Groups; Staff/Governance and Member Groups; and between Member Groups and their members.  
Communication channels may include Websites, Social Media, Email, Mailing Lists and printed matter.
- 2.2. Seek suggestions and Industry Best Practice for their improvement.
- 2.3. Present to the PPP Committee suggestions for improving communications.
- 2.4. Assist in the implementation of any approved improvements.

*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 and other networking groups for example.*

#### 3. Key Responsibilities

In support of its purpose the Working Group will:

- 3.1. Provide advice, guidance and mentoring services for individual Member Groups as required, to fulfil the above Purpose.
- 3.2. Establish a Working Group Team, comprised of suitably-skilled BCS Members, to help deliver the Purpose.
- 3.3. To provide consultation and feedback to the PPP Committee on proposed enhancements.
- 3.4. Recognise good practice by encouraging Member Groups to nominate individuals for internal and external awards, monitor and manage the process.
- 3.5. Suggest changes to rules affecting Member Groups, following consultation with Member Groups, BCS staff and other interested parties propose amendments to Community Board for approval.

#### **4. Constitution and Membership**

- 4.1. Working Group members will be selected and appointed on the basis of criteria agreed and published by the PPP Committee, 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 the PPP Committee.
  - Up to 8 members, ratified by PPP Committee
- 4.3. Note: Secretariat support will not normally be required for Working Groups or Panels.
- 4.4. Appointments will be for duration of the Working Group.
- 4.5. In the event that the Chair is unable to be present at the Committee meeting, the Chair shall appoint another Working Group member to chair a particular meeting. In the absence of an appointed chair, the committee will elect a member to act as chair of the meeting.
- 4.6. All Working Group members must commit reasonable time and effort to the work of the Working Group and make reasonable efforts to attend meetings.

#### **5. Strategic Planning and Management**

The Working Group will produce an updated activity plan for each PPP Committee Meeting.

#### **6. Approval and Review**

- 6.1. These Terms of Reference shall be approved by the PPP Committee.
- 6.2. The PPP Committee shall review these terms of reference annually.