

Document Control Sheet

BCS, The Chartered Institute for IT

BCS Programme, Practice and Policy Committee

Working Group – Member Groups Review

Terms of Reference

Responsible Body	BCS Community Board
Version	2
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.

Summary Of Revisions Made	Version	Date
First version	0.1	08/09/2020
15 September 2020: Community Board approved the ToR to version 1. See CB/2020/046 (para 11.3).	1	15/09/2020
CHB comments	1.1	10/11/2020
16 February 2021: PPP Committee approved the ToR to version 2. See PPP/2021/019 (para 5.2)	2	16/02/2021

TERMS OF REFERENCE

PPP Working Group – Member Groups 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 practices of Member Groups with respect to welcoming new members.
- 2.2. Explore opportunities with Member Groups to provide networking and CPD opportunities for their members.
- 2.3. Encourage Branches to link up with Specialist Groups to provide a local lens on national/ UK/ international themes.
- 2.4. Assist Branches in working with local organizations; Commercial, Charity and Public Sector as well as academia, and to provide 'Good for Society' type initiatives that help to grow BCS voice and influence in a region.
- 2.5. Assist in the implementation of any approved changes.

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 and promote 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 and policies 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 Working Group 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 Working Group 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.