

ROLE DESCRIPTION AND SPECIFICATION

1. Context

The Community Board reports to the Institute's Trustee Board. It is responsible to Trustee Board for, and provides oversight of:-

- All aspects of both individual and organisational membership;
- The Member Group Community (including all Branches, Specialist Group, International Sections and Student Chapters); and
- The Institute's engagement with organisations, particularly employers.

The Board has eight committees that report to it: the Finance Committee, Community Support Committee (CSC), Fellowship Committee, Early Careers Executive (ECE), Faculty of Health and Care, Inclusion Committee, Employers Strategic Advisory Group, and the Fellows Technical Advisory Group (F-TAG).

The Board's main meetings are quarterly, two of which are hybrid/face-to-face, and the other two online. Short operational online meetings occur between quarterly meetings. Occasional asynchronous electronic votes on routine business may also occur.

Voting members of the Board comprise:

- The Chair appointed by the Trustee Board (usually the Vice-President for Community)
- A Director and/or senior manager of the Institute, nominated on the advice of the Chief Executive.
- The Head of Community.
- Up to two (2) Members of Council
- The eight (8) chairs of its standing committees, executives and the technical advisory group who shall be appointed by the Trustee Board on the recommendation of the Board
- Up to ten (10) other members, of whom the majority should be Professional Members of the Institute. Such members may include those co-opted by the Chair and may include non-members to provide the Board with an external perspective.

2. Key Responsibilities and Actions

The key responsibilities and actions of the role will be helping the Board and its reporting bodies:

- Provide governance around growing and sustaining all forms of Institute membership.
- Support, guide, and advise the directors and staff on progress relating to the Institute's strategic objectives, which affect any aspect of membership and its engagement.
- Ensure that Member Groups and members are supported.
- Ensure appropriate processes and tools are in place within Community Governance.
- Engage with Trustee Board and Council on matters concerning membership, professional registrations, and Member Groups.
- Liaise with the other BCS boards and committees over areas of common interest, in consultation with Member Groups.
- Encourage and manage relationships with external communities with shared interests in Making IT Good for Society.
- Propose, oversee, and communicate to all stakeholders the implementation of new initiatives covering all aspects of membership and communities, including retention and recruitment, membership products and services.
- Review the Board's effectiveness, plans, finance, risk and succession planning.

Confidential to BCS Council

- Ensure that all Board members receive appropriate training as prescribed by Trustee Board from time-to-time.
- Promote awareness and engagement among members regarding ethical issues for society in the advancement of Information Technology science and practice.
- Form working parties led by a Board member to advise and make recommendations to the Board on specific issues, working to terms of reference and comprising such individuals as recommended by the Chair, all subject to approval by the Board.

3. Our Expectations

Commitment

We expect a Board Member to attend the meetings (in person or remotely) and vote electronically throughout the year.

All members must commit reasonable time and effort to the work of the Board and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings (including electronic votes), the Board may terminate his or her membership on the Board unless the non-attendance was owing to illness or other reasonable cause.

Conduct

In exercising their appointment, Board members must put the interests of the Institute and the achievement of its objects above those of any constituent groups or areas of the Institute.

Board members must make decisions entirely on merit. Board members must publicly support Board decisions, once taken, even if they do not privately agree with them.

4. Personal Specification

Members of the Community Board will be selected based on their knowledge and expertise in working with individuals and IT communities and the Board's current requirements for maintaining a balanced skill set. The Board is committed to being a diverse and inclusive team. Every effort will be made to include broad representation from stakeholder groups.

The role holder will need to have a holistic view of membership and bring diversity of thought and ideas so that they can bring different perspectives to the table.

	Essential	Desirable
A senior professional with experience in the application and use of information and technology		✓
A strategic thinker	✓	
A skilled communicator with the ability to debate topical issues and draw succinct conclusions to express the views of the majority	✓	
Board level inter-personal skills including the ability to contribute positively, to challenge constructively and to work closely with colleagues both on the Board and on ad-hoc working groups	✓	
Direct experience of a BCS Member Group		✓
International experience		✓
Willingness to commit the time required for preparation, board participation and working group participation.	✓	
Professional member of BCS	✓	
Holds Chartered status		✓

5. Board Membership

Nominees for membership of the Board will be selected through an interview process based on their knowledge and expertise as relevant to the vacancy, which will be widely advertised. Every effort will be made to include broad representation from stakeholder groups. All appointments to the Board, apart from the Chair, shall be based on nominations by the Board, subject to ratification by the Trustee Board.

Appointments for all members shall be for a maximum of three years, except the Director and/or senior manager, who shall remain on the Board for as long as the Chief Executive sees fit. Retiring members may be re-appointed, subject to a maximum of six years unbroken service. Thereupon, they must take a break of at least one year before they may be re-appointed again, with their period of service reset back to zero.

A Member of Council appointed to sit on the Board as a Council member shall only remain a member of the Board while they remain a Member of Council, regardless of their appointed term of office on the Board.

6. Volunteering at BCS

BCS provides a wide range of volunteering opportunities, locally and nationally. Volunteering at BCS allows a unique chance to deliver aspects of our Royal Charter. BCS also provides a range of opportunities to develop skills and meet others passionate about Making IT Good for Society.

Volunteering with BCS can be an outlet to give back or a route to career development.

As part of BCS' aim to improve equality and diversity within the profession, we seek to increase the diversity of board and committee members. BCS, therefore, welcomes applications from under-represented groups such as women, black and minority ethnic groups, people with disabilities, and the LGBTQ+ community.