

TERMS OF REFERENCE

BCS Communications Community of Expertise (CCoE) Leadership Group

1. Status

A Community of Expertise is an umbrella group allowing the expert knowledge from across the Institute's wider membership and the various member or permanent expert groups, to come together on a specific topic and deliver a programme of activity which has been approved by the Board.

The BCS Communications Community of Expertise Leadership Group reports to the Institute's Policy and Public Affairs Board, via the Chair of the CCoE.

2. Purpose

The principal aims of the CCoE are to:

- 2.1 ensure that the activities of PPAB, in particular its Profile and Recognition objective for the Institute to be recognised by key stakeholders as an authoritative source on matters relating to Computing and IT, meet the objects of the Royal Charter¹
- 2.2 ensure that the activities of PPAB support the BCS strategic objectives²

3. Key Responsibilities

In support of its purpose the CCoE Leadership Group will:

- 3.1 Work in conjunction with relevant BCS specialist, member and expert groups to implement an annual programme of work in support of the objectives of PPAB.
- 3.2 Lead the Institute's response to public consultations when appropriate through the BCS Policy Hub processes with the oversight of PPAB.
- 3.3 Research ideas and develop proposals for products, services, recommendations, conferences, seminars and any other activity that may benefit the BCS membership and the wider community in the Communications field.
- 3.4 Build a relationship with government and influential bodies in Communications to propagate a progressive approach to the use of IT.
- 3.5 Manage and oversee relations with partner organisations and industry to support initiatives and share best practice.
- 3.6 Ensure that the resources of the CCoE are used wisely.

¹ to promote the study and practice of Computing and to advance knowledge and education for the benefit of the public.

² BCS strategic objectives:

1. Bridging the gap between education practice and research.
2. Giving practitioners the professional development and career support they deserve.
3. Informing public policy on how IT can contribute to society.
4. Ensuring everyone benefits from IT.
5. Championing the global IT profession.

4. Strategic Planning and Management

The BCS CCoE Leadership Group will set, communicate, and review the strategic direction of Communications across the Institute's related groups. It will produce an annual strategy and activity plan supporting PPAB's operational plan and will review achievements against this plan at the end of each annual cycle.

5. Constitution and Membership

All appointments to the CCoE Leadership Group, with the exception of the Chair, shall be based on nominations by the CCoE, subject to ratification by the Policy and Public Affairs Board.

The Chair of the CCoE Leadership Group will be appointed by Policy and Public Affairs Board and will normally be an ex-officio member of that Board.

5.1 Membership of the CCoE Leadership Group shall comprise:

- A member of the senior management of the Institute, nominated by the Chief Executive
- Any position specifically required
- Up to 12 other members, of whom the majority should be Professional Members of the Institute, subject to the total membership not exceeding 16.

5.2 Appointments for all members shall be for a maximum of three years, with the exception of the senior HQ member who shall remain on the CCoE Leadership Group for as long as the Chief Executive sees fit. Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service.

5.3 CCoE Leadership Group members, representing specific constituents may appoint an alternative to represent them on CCoE business with the prior agreement of the CCoE Chair.

5.4 Each member must be prepared to contribute to matters within his or her competence that are discussed by the CCoE, and must fairly represent the views of the Group in all significant respects when discussing the actions of the CCoE with others.

5.5 The quorum shall be one quarter of the total membership of the Leadership Group, rounded up to the nearest whole number, of which a majority should be Professional Members of the Institute.

5.6 All members must commit reasonable time and effort to the work of the CCoE Leadership Group and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Leadership Group may terminate his or her membership of Leadership Group, unless the non-attendance was owing to illness or other reasonable cause.

5.7 On the recommendation of the Chair of the CCoE, the PPAB may cancel or suspend the membership of the Leadership Group where the member's actions have,

in the opinion of the CCoE Leadership Group and of the PPAB, been detrimental to the work of the CCoE.

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

6. Committees, Expert Panels and Working Groups that report to the BCS CCoE

Committees may be created with the agreement of the Leadership Group and the approval of PPAB. These will either be Standing Committees whose membership is predominately comprised of BCS Members or Working Groups formed for a discrete purpose.

7. Approval and Review

These Terms of Reference shall be approved by the Policy and Public Affairs Board. The CCoE Leadership Group will review them on an annual basis, usually at the Leadership Group meeting immediately preceding the AGM, for approval by PPAB after the AGM.