

TERMS OF REFERENCE

BCS IOT Community of Expertise (IOTCoE) Leadership Group

1. Status

A Community of Expertise is to be 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 IOT Community of Expertise Executive leadership group reports to the Institute's Policy and Public Affairs Board, via the Chair of the IOTCoE Executive group.

2. Purpose

The principal aims of the IOTCoE are to:

- 2.1 ensure that the activities of PPAB, in particular its objective for IT to be recognized as an exemplarily inclusive profession meet the objects of the Royal Charter 1
- 2.2 ensure that the activities of PPAB support the BCS strategic objectives 2

3. Key Responsibilities

In support of its purpose the IOTCoE Executive 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 GRG 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 IOT field.
- 3.4 Build a relationship with government and influential bodies in IOT 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.

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.

3.6 Ensure that the resources of the IOTCoE are used wisely.

4. Strategic Planning and Management

The BCS IOTCoE Executive will set, communicate, and review the strategic direction of IOT across the Institute's 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 IOTCoE Executive, with the exception of the Chair, shall be based on nominations by the IOTCoE, subject to ratification by the Policy and Public Affairs Board.

The Chair of the IOTCoE Executive 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 IOTCoE Executive 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 Society, 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 IOTCoE Executive 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 IOTCoE Executive members, representing specific constituents may appoint an alternative to represent them on IOTCoE business with the prior agreement of the IOTCoE Chair.

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

5.5 The quorum shall be one quarter of the total membership of the Executive 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 IOTCoE Executive and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Executive may terminate his or her membership of Executive, unless the non-attendance was owing to illness or other reasonable cause.

5.7 On the recommendation of the Chair of the IOTCoE, the PPAB may cancel or suspend the membership of that Executive where the member's actions have, in the opinion of the IOTCoE Executive and of the PPAB, been detrimental to the work of the IOTCoE Executive.

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 IOTCoE

Committees may be with the agreement of the Executive 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 IOTCoE Executive will review them on an annual basis, usually at the Executive meeting immediately preceding the AGM, for approval by PPAB after the AGM.