bcs PROMS-G Project Management Specialist Group — The Chartered Institute for IT

PROMS-G Committee Duties

To provide general support to the successful running of the BCS Project Management Specialist Group (PROMS-G):-

- to assist in organising and running programmed events and Schools in accordance with established guidelines (supported by experienced committee members where required), reporting progress regularly to the committee and the events / publicity officers.

- to participate constructively in all online and/or email discussions on general topics affecting the Group

- to contribute to the annual event planning exercise

- to assist in production and review of documents

- to promote continuous process improvement

- to carry out other duties as required

- to abide by the BCS committee rules and regulations

To find out more about volunteering at BCS visit:-

https://www.bcs.org/membership-and-registrations/member-communities/bcs-volunteer-hub/

Term of Office

Committee members are elected for a one-year term. The term is renewed annually by submitting the required committee nomination form for re-election by the PROMS-G members at the October AGM.

Key Contacts

Job Title	Name	Contact
Chairman	David Reynolds	promsg.chair@bcs.org.uk
Treasurer	Amit Modhvadia	promsg.treasurer@bcs.org.uk
Secretary	Paula Clarendon	promsg.sec@bcs.org.uk

Committee Meetings per Year

Up to 12 committee meetings are held per year between September and August. These are currently held online every month on the second Monday of the month.

Please note that all committee members are required to attend at least 75% of all committee meetings (e.g. 9 out of 12).

PROMS-G Events & Annual Spring School

We aim to put on at least 12–15 events per year. Committee members are not required to attend all events, but are expected to contribute ideas and suggest speakers for events. We hold an annual Spring School of 4x events over 4 weeks on a specific project management topic. All committee members are expected to get involved in running PROMS-G events and schools.

Time Commitment

PROMS-G committee meetings are usually held in the evening on the second Monday of the month, from 18:30 to 20:30 pm (GMT). All monthly committee meetings are currently held virtually (via the telephone and online) using Zoom.

All committee members are expected to submit a standard monthly report for every committee meeting on the first Monday of the month. At a minimum this involves confirming your attendance, and a progress update for all actions assigned to your or to all committee members. If you have a specific committee role you may also need to include other monthly updates.

Committee communications and discussions usually take place via the Basecamp application. For example, uploading and sharing monthly committee reports or receiving joining instructions for committee meetings. As Basecamp is essential for routine committee business, committee members are expected to become familiar with using it.

All committee members are expected to get involved in setting up and managing monthly events either as an Event Manager or Support Manager. The event management process typically takes 4-6 months to complete and includes both live and virtual responsibilities and tasks. Full details of the event process can be found in the Event Management Procedures located in the Basecamp application.

As the official Event Manager or Support Manager you are required to attend and manage all aspects of the event. Both our virtual and physical monthly events start at 18:30 pm and finish at 20:00. However you will need to be available to manage events from 17:00 pm onwards.

Our live face-to-face events are held at the BCS London office in Moorgate, and are followed by one hour of networking from 20:00 to 21:00 GMT. At least 1x Event Manager and 1x Support Manager are expected to attend and manage all live events at BCS London.