

TERMS OF REFERENCE

Inclusion Committee

1. Status

- 1.1 The community inclusion committee reports to the Community Board.
- 1.2 These Terms of Reference are subordinate to those of the Community Board and the Institute's hierarchy of regulations governing the Community Board and this Committee, including Trustee Board Guidelines for the Conduct of Business in BCS Boards and Committees. In the event of a conflict between these Terms of Reference and any of the superordinate regulations, in any scenario, then the superordinate regulations will prevail in order of their precedence.

2. Purpose

The principal aims of the Committee are to:

- 2.1 Provide advice and expertise to support BCS in delivering an inclusive membership community which embodies belonging.
- 2.2 Advise Community Board on effective goals and metrics to monitor inclusion performance.
- 2.3 Collaborate with Community Board Governance, Member Groups and Staff to address EDI challenges in the BCS member group community.
- 2.4 Advocate for policies and practices that enhance representation and belonging across membership.
- 2.5 Develop strategies to enhance EDI within BCS Membership and Community.

3. Key Responsibilities

In support of its purpose, the committee will:

- 2.6 Advise Community Board on an annual basis goals and metrics for improving and assessing inclusion performance.
- 2.7 Review performance against goals and recommend areas for improvement.
- 2.8 Support Community Support Committee and Community Board by ensuring inclusion, accessibility and representation are embedded within Member Group policies, processes and procedures.
- 2.9 Recommend and develop inclusion good practice resources for Member Groups.
- 2.10 Engage with member groups to understand their needs and priorities for inclusion.
- 2.11 Advise on training needs for Community Board governance, member groups and staff.
- 2.12 Report to Community Board on the activities of the committee in quarterly reports.

4. Constitution and Membership

- 2.13 The selection and appointment of Committee members will adhere to criteria agreed and published by the Community Board, taking into account the Committee's requirements for skills, experience and/or links with key constituencies.
- 2.14 The Committee shall comprise of:
 - The Chair, appointed on the recommendation of the Community Board and ratified by the Trustee Board.

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- Up to 10 members with expertise in and or lived experiences from protected characteristics and underrepresented communities, and representation from BCS member groups focussed on equity.
- 2.15 The Chair will be appointed through an interview panel process, overseen and ratified by the Community Board. The appointment as Chair will be for a three-year term and may be reappointed for a second three-year term after which there must be a break of at least one year before serving in any capacity on the Committee again. On appointment, the Chair will relinquish any existing appointment to the Committee. A Chair that relinquishes the role before their appointment expires will be eligible for appointment to the Committee in another capacity as if they were appointed to that role when they became Chair.
- 2.16 The Chair will be an ex-officio member of the Community Board, reporting Committee business to the Board and reporting relevant items of business to the Committee from the Board. They will cease to be a member of the Community Board if they cease to be Chair of the Committee.
- 2.17 The Chair will appoint all other members of the Committee, subject to ratification by the Community Board. The Chair may make appointments conditional on a probationary term of up to 12 months in which case, full appointment will be subject to further ratification by the Community Board.
- 2.18 Committee members will usually be Professional Members of the Institute but must be at least Ordinary Members.
- 2.19 BCS staff will provide secretariat support. (Secretariat support will not normally be required for working groups).
- 2.20 The appointment of all committee members (except the Chair) shall be for a maximum of a three-year term, with the exception of the Head of Community (or other manager) who will remain on the Committee for as long as the Institute MD sees fit. The Chair may re-appoint retiring members for a further three-year term, subject to a year's break after a maximum of six years' unbroken service and ratification by the Community Board.
- 2.21 The quorum shall be one quarter of the total voting membership of the Committee, rounded up to the nearest whole number and must be at least three, of which a majority shall be Professional Members of the Institute.
- 2.22 In the event that the Chair is unable to be present at any Committee meeting, the Chair shall appoint another Committee member to chair that particular Committee meeting. In the absence of an appointed Chair, the Committee will elect a member to act as Chair of the meeting.
- 2.23 In the event of the Chair becoming vacant (for whatever reason), the Community Board may appoint an interim to serve in that capacity for up to six months subject to ratification by Trustee Board. An interim appointee shall not relinquish any existing role they might hold on the Committee.
- 2.24 All members must commit reasonable time and effort to the work of the Committee and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings, the Chair may terminate their membership of the Committee, unless the non-attendance was owing to illness or other reasonable cause.
- 2.25 The Chair may request an electronic vote on an agenda item that cannot wait until the next scheduled meeting. Such a vote will be held in accordance with the 'Procedure for the Conduct of Electronic Meetings of BCS Boards and Committees'.
- 2.26 In the event of a tied vote, the Chair shall have an additional casting vote.
- 2.27 On the recommendation of the Chair, the Community Board may cancel or suspend the membership of a committee member where Community Board considers their actions are

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detrimental to the work of the Institute or Committee.

- 2.28 Committee members, in exercising their appointment, must put the interests of the Institute and the achievement of its objects above those of any constituent groups or areas of the Institute.
- 2.29 Committee members must make decisions entirely on merit. Committee members must publicly support Committee decisions, once taken, even if they do not privately agree with them.

5. Planning and Management

- 5.1 The Committee will produce an annual activity plan and report on its progress against this plan at the end of each annual cycle.

6. Approval and Review

- 6.1 These Terms of Reference shall be approved by the Community Board.
- 6.2 The Committee shall review its terms of reference annually, usually at the first meeting following the AGM, and recommend amendments to the Community Board.