

# Inclusion Committee

## Chair Role

### Brief

The successful applicant will take a vital leadership role in ensuring the BCS membership community is inclusive and embodies a strong sense of belonging, shaping the creation and Chairing the newly established BCS Inclusion Committee (**IC**) which reports into the Community Board.

This role will **drive the committee's mission to foster inclusion** within the Community, encompassing Branches, Specialist Groups, Sections (the Member Groups), and other groups designated by the Community Board.

The Chair will be responsible for ensuring the activities of the IC support its purpose to:

- Lead collaborative efforts with BCS to cultivate an inclusive membership community that embodies a strong sense of belonging.
- Provide strategic counsel to the Community Board on setting impactful goals and establishing metrics to effectively monitor and advance inclusion performance.
- Lead initiatives with the Community Board Governance, Member Groups, and Staff to proactively address EDI challenges within the BCS member group community.
- Advocate decisively for forward-thinking policies and practices that amplify representation and foster belonging throughout the membership.
- Drive the development and implementation of transformative strategies to elevate EDI across BCS Membership and the broader Community.

The Chair will lead the Committee in discharging its key responsibilities to:

- Assess and review progress against established goals, delivering actionable recommendations to drive continuous improvement.
- Ensure inclusion leadership by embedding accessibility, representation, and equity within Member Group policies, processes, and procedures, in collaboration with the Community Support Committee and Community Board.
- Lead the development and dissemination of best-practice inclusion resources to empower Member Groups.
- Foster engagement and collaboration with Member Groups to identify and address their inclusion needs and priorities.
- Advise on and drive the implementation of targeted training programs for Community Board governance, Member Groups, and staff.
- Deliver transparent and comprehensive updates on committee activities through quarterly reports to the Community Board.

## Key Responsibilities and Actions

The key responsibilities and actions of the role will be:

- Ensuring the activities of the Committee support its purpose

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- Leading the Committee in discharging its key responsibilities
- Working with the Committee's secretariat to prepare the meeting agenda and papers, as appropriate.
- Ensuring items on the meeting agenda are adequately covered.
- Reporting on Committee activity to the Community Board.
- Reporting to the Committee from the Community Board.

## Our Expectations

### Commitment

We expect that the Chair will lead the Committee meetings (in person or remotely) throughout the year. The Community Board anticipates that the IC will meet monthly to progress business. We also expect the Chair to attend Community conventions and other such events during the Community year.

The holder will be responsible for completing tasks that fall within the key responsibilities laid out above.

The Chair of the Committee is a voting member of the Community Board. We expect the appointee to attend Community Board meetings to bring matters for decision from the Committee and to report on its activity. Community Board expects to meet eight times a year.

### Personal Specification

We expect the Chair to demonstrate:

- Leadership skills
- Knowledge of the role and function of Member Groups within the Institute
- Existing or former membership of a BCS Member Group committee
- Understanding of Community governance
- Knowledge of the Institute's governance
- Enthusiasm for supporting the Community
- Ability to communicate with accuracy and effectiveness
- Experience of chairing meetings
- Knowledge of using remote working tools such as Microsoft Teams, email and other tools implemented by BCS

## Support

The Chair will be supported by:

- The Community Board
- The Committee Secretariat and the wider Community Team (where appropriate)

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## Committee Membership

The following to the role's appointment and membership of the Committee:

- 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.

## Volunteering at BCS

BCS provides a wide range of volunteering opportunities, locally and nationally. Being a volunteer 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, people with disabilities, and the LGBTQ+ community.