BCS, The Chartered Institute for IT

Schedule 6 to Trustee Board Regulations – Responsibilities of BCS Officers

Responsible Body	Trustee Board
Version Number	4
Prepared by	Registrar Department
Date Approved	3 June 2015
Date Issued	5 June 2015
Date of last review	5 June 2024

Trustee Code of Conduct V1 (Schedule 5 to TB Regulations, approved by Trustee Board 13 May 2004 (TB/2004/011 Appendix 1). See Trustee Board minutes TB/2004/022 v2 para 11.3. Not previously in Council Regulations), incorporated provisions relating to responsibilities of members of Council, Committees, Boards, Expert Panels, Strategic Advisory Panels, and Working Parties/Working Groups , This was unwieldy. Separated out into 2 docs. Approved by Trustee Board 17 November subject to change of name (TB/2004/090). See minutes TB/2004/102 para 7.	1	17 November 2004
Deleted references to Strategic Advisory Panels. Replacing "Society" with "Institute" throughout. Approved by Trustee Board 8 June 2011 (TB/2011/042 Appendix 17). See Trustee Board minutes TB/2010/056 para 4.	2	8 June 2011
Clarification throughout of the groups contained in the scope of the document. Approved by Trustee Board at 3 June meeting (TB/2015/044 App 17). See Trustee Board minutes TB/2015/057 para 5.	3	3 June 2015
Replacement of "the Institute's Code of Conduct" from "the Institute's Code" in para 1.2	4	8 June 2022

BCS, THE CHARTERED INSTITUTE FOR IT

TRUSTEE BOARD REGULATIONS – SCHEDULE 6

RESPONSIBILITIES OF BCS OFFICERS

1.   Scope

1.1   This document applies to all Council members, and to members, whether BCS non-members or affiliates, of Boards, Committees, including Branch/Section and Specialist Group Committees, Expert Panels and Working Parties/Groups and other similarly constituted groups (hereafter referred to as 'groups').

1.2   In case of any conflict, the provisions of the Institute's Code of Conduct for BCS members shall prevail over those of this document.

1.3   Any breach of this document will be considered under the Institute's Disciplinary Procedure.

2.   Accountability

2.1   Council Member

As a member of the advisory Council you must exercise your powers in good faith and for the benefit of the Institute, bearing in mind the charitable objects of the Institute (to promote the study and practice of Computing and to advance knowledge and education therein for the benefit of the public).

2.2   Board/Committee Members

As a member of a BCS group you have delegated authority from the Trustee Board and are similarly accountable to the Institute and must exercise your power in good faith and for the benefit of the Institute, bearing in mind the charitable objects of the Institute (to promote the study and practice of Computing and to advance knowledge and education therein for the benefit of the public).

3.   Confidentiality

You should ensure that confidential information, particularly information about individuals, is handled in accordance with the law and with regard to the best interests and reputation of the Institute, and is not used for private purposes or disclosed to the media or any other third party.

4.   Constituency

You have a duty to act as far as possible in pursuance of the objects of the Institute. Where constituents' interests are in conflict with those of other groups or areas, you should help to ensure that Council/your group is aware of them, and you must not put the interests of constituents above the interests of the Institute and the achievement of its objects.

5.   Decisions/Objectivity

Whilst you may very properly be influenced by the views of others, it is your responsibility to decide what view to take and how to vote on any question which Council/your Board/Committee/Panel/Working Group has to decide. In carrying out Institute business you should make decisions entirely on merit.

6. Diligence

You must be diligent in exercising your powers and carrying out your duties on Council/your group, especially (but not limited to) preparing for and attending meetings.

7. Honesty and Personal Interest

You have a duty to declare to Council/your group any personal or private interests relating to your Institute duties and to take steps to resolve any conflict arising in a way that protects the interests of the Institute. You should make relevant declarations of interest at meetings of the Council/your group. You may take part in the consideration of questions that come before Council/your group unless there is a conflict of interest between your personal or private interest and the Institute's interest in the matter, in which case you should preclude yourself from participation. As well as avoiding actual impropriety, you should avoid any appearance of it. You must ensure that your expense claims are reasonable, accurate and honest and that you do not use Institute resources for your own, your family's, or your friends' gain.

8. Gifts and Hospitality

You should record, at meetings of Council/your group all gifts and hospitality received in connection with membership of Council/your group. You should not accept gifts or hospitality that might reasonably be thought to influence, or be intended to influence, your judgment, or were it to do so could bring discredit upon the Institute.

9. Integrity

You should not put yourself in a position where your integrity is called into question by any financial or other obligation that might influence you in the performance of your duties. As well as avoiding actual impropriety, you should avoid any appearance of it. You should act solely in the best interests of the Institute. You should never use your position to gain for yourself, your family or your friends any financial benefits, preferential treatment or other advantage, or to confer or award benefits, preferential treatment or advantage improperly on others.

10. Leadership

You should promote and support these principles by leadership and example, always acting in such a way as to preserve public and professional confidence in the Institute.

11. Relations with staff and members

You should respect the role of the Institute's staff and treat them in a way that engenders mutual respect at all times. Mutual respect is essential to good governance. You should also treat other members of the Institute with courtesy.

12. Resources

You have a responsibility to play your part in ensuring that your group uses the Institute's resources prudently and in accordance with Institute procedures and agreed priorities.