



BCS, The Chartered Institute for IT

The BCS Foundation – Trustee Role Description

The primary role of a Trustee is to act in the best interests of the Charitable Incorporated Organisation (CIO) as a whole to maintain its reputation, set its vision and strategy; and direct its activities.

The formulation and development of strategy should be a joint activity with the BCS Managing Director (Education & Public Benefit), who is responsible for implementation.

Trustees act as leaders and promoters of the organisation. They shall support and may be called upon to attend meetings, give talks, and participate in events which may include making statements on behalf of The BCS Foundation.

The expected time commitment for a Trustee is around half a day a month.

Trustees must uphold the key principle of trustee governance – that they are individually and collectively responsible for the decisions of the Trustee Board. This means that all Trustees have a duty to participate in the decision-making process, and once a decision has been made, all Trustees must support and carry out that decision. A Trustee must be able to exercise independent judgement, constructively question and challenge proposals. No one should be able to direct the Trustees or drive decisions through without discussion. Trustees who simply defer to the opinions and decisions of one person are not fulfilling their duties.

Responsibilities

Trusteeship carries a duty of prudence and a duty of care. In carrying out their duties, Trustees are required to ensure that The BCS Foundation pursues its activities in accordance with its Constitution and operates in accordance with UK Charity Commissioner guidance; the UK Charities Act 2011; the Charities (Protection and Social Investment) Act 2016 and with the British Computer Society's code of conduct.

Trustee Board members must fully understand their responsibilities as Trustees of the BCS Foundation in that they must ensure that:

- The BCS Foundation pursues its activities in accordance with its constitution
- as Trustees they act in the best interests of The BCS Foundation as a whole and not on behalf of any particular constituency
- The BCS Foundation complies with all relevant UK and International laws
- The BCS Foundation complies with regulation and guidance of Charity Regulators
- they always act according to high ethical standards
- they do not benefit from their position beyond that which is allowed by the law and is in the interests of the Institution
- they identify and declare any actual or potential conflict of interest

1.1 and they do not under any circumstances accept gifts or hospitality where this could be seen as likely to influence the decisions of the Trustee Board.



As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Person Specification	Essential	Desirable
Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.	√	
Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.	√	
Effective communication skills and willingness to participate actively in discussion.	√	
A strong personal commitment to equity, diversity and inclusion.	√	
Enthusiasm for our vision and mission.	√	
Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership	√	
Experience in establishing a charity		√
Expertise in one of the following key areas: Fundraising/Philanthropy Safeguarding Charity Law and Accounts		√

Terms of appointment

Trustees are appointed for a 3 year term of office, renewal for 1 further term to a maximum of 6 years. This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment includes attending 6 Board meetings annually. Currently meetings are held remotely / in person at BCS London. As well as attending/completing training.