

Committee members can be flexible in sharing duties amongst each other, as long as the mandatory roles are filled by an individual.

### **MANDATORY ROLES**

The following roles must be filled in order for the Branch to remain compliant with the formal rules (except two of the three Branch Committee Officer roles may be merged on a temporary basis under exceptional circumstances, with the agreement of the Chair of BMC).

#### **Chair**

- Must be Chartered or have been a professional member for 3 years. Mandatory unless Treasurer and Secretary are already Chartered or professional members for at least 3 years.
- Responsible for the supervision of all matters concerning the effective administration of the branch.
- Chairs all general (AGMs and EGMs) and committee meetings.
- Prepares the Chair's Report for each AGM.
- Ensures the formulation of strategies for the committee and implements appropriate actions to achieve the strategic goals.

#### **Treasurer**

- Must be Chartered or have been a professional member for 3 years. Mandatory unless Chair and Secretary are already Chartered or professional members for at least 3 years.
- Role can be undertaken by the Chair or Secretary, if needed and by approval of BMC
- Prepares annual budget and potential project funding each year.
- Responsibility to the branch committee for the branch funds and any other appropriate financial business.
- Reports at fixed intervals to Branch Committee.
- Submission of income and expenditure statements produced by HQ for the AGM
- Deals with payments and receipts to and from Branch Operational Budget and liaises with BCS HQ where necessary.
- Notification, through Branches Manager (branches@hq.bcs.org.uk), of any forecast overspend together with (a) circumstances leading to this position and (b) proposed action plan to resolve the situation

#### **Secretary**

- Must be Chartered or have been a professional member for 3 years. Mandatory unless Chair and Treasurer are already Chartered or professional members for at least 3 years.
- Giving due notice of all general meetings (AGMs and EGMs) to all Branch members.
- Giving due notice of committee vacancies to all branch members.
- Arranges suitable locations for committee meetings.
- Prepares and issues agenda for all general meetings and committee meetings.
- Records the minutes of all general meetings and committee meetings and issuing copies to HQ.
- An electronic copy of each set of approved minutes shall be sent to the Branches Manager (branches@hq.bcs.org.uk).
- Handles BCS HQ correspondence.

#### **3 x General Committee members (Can carry some of the roles listed below)**

- Helps run branch generally.
- Deputises for other officers as required.
- Particularly required for suggestions for the season's programme.

### **RECOMMENDED ROLES**

The following roles should be covered by the committee, whether by an individual or shared along side another role.

#### **Membership Secretary**

- Must be Chartered or have been a professional member for 3 years.
- Records events attendance and writes up reports.
- Maintains committee address list, via HQ on branches@hq.bcs.org.uk.
- Co-ordinates the recruitment of IT professionals at branch events and through other methods.
- Using member data provided on the branch committee secure area
- Welcomes new local members and issues information on forthcoming branch events
- Encourages individuals who have enquired about membership to join and issues information on forthcoming branch events
- Identifies and maintains a database of contacts in key organisations
- Complies with BCS Data Protection Guidelines

#### **Email Co-ordinator**

- Issues emails to branch members notifying forthcoming events using the BCS list server facility. Can be asked to send emails to own branch members by other branches.

#### **Webmaster**

- Creates and maintains the branch website, liaising with HQ over the various methods.

#### **Publicity Officer**

- Ensures maximum coverage of branch events, both before and after they occur.
- Writes copy for media on branch activities.
- Ensures all Branch events are included in the BCS Diary.
- Liaises with local press and radio.
- Organises mail shots, programme cards, posters, etc.

#### **Young Professional Group (YPG) Representative**

- Liaises between the Branch Committee and the YPG Executive Committee, as well as representing the views of the young professionals within the Branch.
- Arranges and publicises YPG events, provides details of special offers and YPG Projects.
- Creates local Student chapters, within local universities.
- Attends YPG Congress on behalf of the Branch Committee.
- Liaises with other Branch YPG Representatives.

### **OPTIONAL ROLES**

The following roles are optional.

#### **Education Liaison Officer**

- Corresponds with universities, colleges and/or schools, with a possibility to set up Student Prizes in the area.
- Organises suitable events to represent BCS in local schools/colleges, such as careers evenings or attends those organised by local schools and Careers Offices.

#### **Disability Support Officer**

- Acts as a focus for local initiatives and actions where the use of IT is to the benefit of disabled people.
- Identifies and organises events to increase the awareness and understanding of the IT industry towards the needs of the disabled.

#### **Industry Liaison Officer**

- Liaises with local companies and any local representative bodies such as the Chamber of Commerce.
- Liaises with local public sector bodies and other organisations such as charities as appropriate.
- The purpose of the liaison is to promote BCS and professionalism in IT, particularly as it relates to the local context and the branch.
- Responsibility may include promoting branch activities and encouraging suggestions for events; facilitating BCS membership enquiries and assisting with awareness of BCS products and services.