

Terms of Reference – IT Subgroup

The BGCS is referred to as the Society.

1. Aims

The IT Subgroup will oversee the development and maintenance of the website of the Society.

2. Objectives

- 2.1 To develop a functional website for the Society, the membership and the general public.
- 2.2 To share relevant expertise, experience and material where appropriate to enable activity of the website.
- 2.3 To monitor and document website activity.

3. Composition

- 3.1 The committee is accountable to the Council of the Society.
- 3.2 The Chair will be appointed by Council and serve for 3 years and may be renewed at the discretion of Council.
- 3.3 Membership shall be offered to Society members with an interest in IT or co-opted after agreement by Council. The process of appointment will be open, fair and transparent.
- 3.4 Administrative support for the group shall be provided by the Society secretariat. All formal correspondence is to be forwarded to Council

3.6 The Chair may co-opt other individuals as appropriate after discussion with the Officers of the Society.

4. Quorum

4.1 No quorate number is necessary but all policy decisions must be minuted and forwarded to Council.

5. Term of office

5.1 Each member shall be appointed for 3 years only. This is renewable at the discretion of Council.

6. Funding

6.1 Funding for the meetings including travel expenses for each member will be from the Society.

6.2 Funding for IT developments must be approved by Council.

6.3 Monies can only be spent by the IT Committee (above and beyond running costs) following confirmation by the Officers of the Society but not with any Officers who are members of the IT Committee.

7.4 Reasonable travel expenses will be reimbursed by the Society for subgroup members engaged in agreed business in line with the BGCS travel policy.

7. Meetings

7.1 Meetings to be provisionally scheduled at BGCS conferences and should be at least annually.

7.2 Further regular communication between meetings should be by email. Important announcements will be placed on the Society website.

7.3 Proceedings of the meetings shall be minuted and are confidential. They shall be copied to the members of the BGCS Council.

7.4 Observers at the meetings shall be allowed only at the discretion of the Chair.

8. Reporting arrangements

8.1 The Chair of the IT committee should formally report to the Council of the Society at each BGCS conference and additionally on request.