



Isle of Man Section

16th August 2011

Dear Member,

Nominations for Section Committee 2011-12

The Annual General Meeting at which the Officers and Committee for next year will be appointed is to be held on Tuesday 13th September 2011. A formal notice of the meeting accompanies this note, so I am now writing to invite nominations from those who may wish to serve on the BCS Committee.

A description of the responsibilities and the name of the present incumbent for each of the posts is listed in Appendix A attached. The posts, with the required minimum membership level, are:

Officers:	Chairman	Chartered Member
	Vice Chairman	Chartered Member
	Treasurer	Both must be Professional Members and one must be a Chartered Member
	Secretary	
Committee:	Membership Secretary	Chartered Member
	Events sub Committee Chairman	Professional Member
	Awards sub Committee Chairman	Professional Member
	Volunteers sub Committee Chairman	Professional Member
	Publicity Officer	Professional Member
	Webmaster	Professional Member
	Education Liaison Officer / Young Professionals Group	Professional Member
	3 x member	(Professional) Member

Nominations must be made on the approved form (at Appendix B or available on the Section website at www.bcs.org.im) which must be signed by the nominee as well as two members supporting the nomination. Completed nomination forms should be sent to the Chair, or be handed to any Committee member, so that they are received no later than 30th Aug 2011. Where more than one nomination is received for a post, a ballot will be held and this will be conducted electronically via email. It is intended that ballot papers will be dispatched by 2nd Sept 2011. All ballot papers must be returned or votes cast by noon on 12th Sept 2011. Any member, present at the AGM on 13th September who has not previously voted may vote at the meeting prior to announcement of the results. Any ballot will be conducted in accordance with the rules in Appendix C.

Mike Coleman has kindly agreed to act as the Returning Officer for any ballot.

Yours sincerely,

Rob Mercer MBCS
Secretary



Isle of Man Section

Appendix A

Officer and Committee Posts – Present Incumbents and Responsibilities

When considering whether to accept a nomination you should take into consideration that the Isle of Man Section is a Company Limited by Guarantee, and a Registered Charity. This means that those without previous boardroom experience have the opportunity, if successful, to gain this as a Committee member. Committee Meetings are in fact Board Meetings considering issues not necessarily confined to IT.

As a minimum we need a total of 6 volunteers to make up a full committee. Whilst we are fortunate to have achieved this level for the last few years, the posts of Chairman, Events Sub Committee Chair & Volunteers Sub Committee Chair are currently (or are becoming) vacant and we therefore welcome nominations from the membership for these roles.

The first four posts listed below will be required to become Directors of BCS (Isle of Man) Ltd and signatories to the section bank account. The Treasurer and/or Secretary are also responsible for filing statutory accounts & documents with Companies Registry and Charities Commission

1. Chairman – Bob Sullivan CEng CIPM MBCS

Responsibilities: The Chair shall be responsible for the supervision of all matters concerning the efficient administration of the Section. This involves taking the Chair at Section Committee meetings, liaison with BCS and ensuring that communications from BCS are directed to the appropriate committee members. The role also involves acting as representative for the IOM Section on the International Management Committee of the BCS. The incumbent should have a reasonably high profile in the IOM general, political and business community to facilitate promotion of the BCS and identify sponsorship opportunities and possible joint events.

Time Commitment: Chairing meetings 2-3 hours per month. E-mail/co-ordination 5-6 hours per month. Other (general BCS promotion) 4-5 hours per month.

2. Vice Chairman – Graeme Jones MBCS

Responsibilities: To liaise with and deputise for Chairman or a vacant role as required. Liaise with local branches of other professional bodies and trade associations to discuss issues, source speakers, cross-promote events to members or schedule joint events. Research and progress opportunities to continue section development. Maintain awareness of relevant technical, corporate and political developments and issues.

Time Commitment: : typically 4-12 hours per month

3. Treasurer – Steve Burrows FBCS CIPM

Responsibilities: Opens Section Bank account to receive annual allocation payments. The annual allocation is used to cover the operational costs of the Section, i.e. room hire, speaker's costs, postage, etc. Prepares a statement of receipts and payments for each Annual General Meeting (May annually). Administers the annual budget and deals with payments and receipts. Reports at fixed intervals to the Section Committee on the current status of the budget.

Time Commitment: Attend meetings plus approx. 1 to 2 hours per week

4. Secretary – Rob Mercer MBCS

Responsibilities: Arranges suitable locations for committee meetings and events, and organising printing of programme cards and mailing distributions if appropriate.

Prepares agenda and record minutes for General Meetings (AGMs) and Committee Meetings and send an electronic copy of each set of minutes to me.

Gives due notice of all events and AGMs to all Section members.

Time Commitment: Attend meetings plus typically 8 hours per month for agenda, meeting minutes, telephone calls, emails.

5. Membership Secretary – Graham Hurley MBCS CITP

Responsibilities: Records attendance at events, using a signing in sheet.

Writes up brief reports on events with regular feedback to HQ.

Maintains Committee address list and advises HQ of any changes.

Co-ordinates the recruitment of IT professionals at Section meetings and through other methods.

Complies with the BCS Data Protection Guidelines and utilises membership data provided by HQ.

Data Controller for Section data and contact point for IoM Data Protection Supervisor.

Contacts new Section members to welcome and invite to local events.

Contacts members without email.

Time Commitment: Attend meetings plus approx 2 - 3 hours per month.

6. Events sub Committee Chairman – Vacant – Nominations sought for this role

Responsibilities: Arrange and chair Events Sub Committee meetings as needed throughout the year.

Arrange annual program of events, with support of sub-committee.

Liaise with speakers and venues re facilities, catering etc.

Liaise with Publicity Officer and Web Master to ensure events are promoted.

Time Commitment: Attend committee meetings, chair ad hoc sub-committee meetings, attend events, plus approx 3-4 hours per month.

7. Awards sub Committee Chairman – Vacant – Nominations sought for this role

Responsibilities: To establish and co-ordinate any awards that the Section may decide to institute. This will involve establishing judging criteria, identifying judges and co-ordinating the judging process itself.

This may involve liaising with external bodies such as the Department of Education.

Time Commitment: Approx 2-3 Hours per month

8. Publicity Officer – Peter Clarke MBCS

Responsibilities: Publicises Section events through the usual BCS channels: e-bulletin and Computer Bulletin, as well as locally via libraries, tourist information offices, radio, etc.

Completes an 'online request form' on the BCS Events Calendar webpage for inclusion in e-bulletin and BCS Webpage Diary or sends emails with details of the event to our Editor.

Issues details of events by e-mail to members.

Identifies and maintains a database of contacts in key organisations.

Contacts local press for media coverage.

Obtains advice from the PR Team at HQ.

Time Commitment: Approx 5 hours Per month

9. Webmaster – Owen Cutajar MBCS

Responsibilities: Communicating with the BCS HQ Web Team and liaising with HQ over the various methods.

Designing and editing the Branch web site based on BCS web template.

Maintaining the Isle of Man BCS website for accuracy, currency, and appropriateness; to include up to date information on future events, and committee contact details.

Management and maintenance of committee admin section, by uploading web statistics, meeting minutes, membership lists and event photographs.

Time Commitment: Attend meetings plus approx 5 - 6 hours per month.

10. Education Liaison Officer / Young Professionals Group – Roger Cowin MBCS CITP

Responsibilities:

ELO: To correspond with local colleges, to publicise BCS and to encourage student attendance at Section events.

To represent the BCS in local careers events, when organised by local schools, colleges or careers offices, if requested.

YPG: Liaises between the Section Committee and the YPG national UK Committee.

Represents the views of the young professionals within the Section membership.

Liaises with local University Liaison Officers and the Section's own Education Liaison Officers.

Arranges and publicises YPG events, provides details of special offers and YPG Projects.

Time Commitment:

11. Volunteers sub Committee Chairman – Vacant – Nominations sought for this role

Responsibilities:

Time Commitment:

12. Committee members – Vacant – Nominations sought for this role

Responsibilities: Helps run Section generally.

Deputises for other members as required.

Particularly required for suggestions for the season's programme.

Notes:

1. Committee members can be flexible in sharing these duties amongst each other, i.e. a Secretary can take on some of the duties of the Membership Secretary. The duties outlined in the required roles must be done by someone on the Committee.

2. Committee Meetings are typically held on the second Tuesday of each month, commencing at 6pm and lasting for 1 to 1½ hours. Approximate time commitments for the Officers are shown above. If more detail or time commitments are required for the other Committee posts, then contact the chair – email chair@bcs.org.im

3. Where an incumbent's name is underlined, it is understood that they will not be seeking nomination for the post.



Isle of Man Section

Appendix B

Nominations for the Section Committee for 2011/2012

*Please use **BLOCK CAPS** for this column*

Nomination for the position of:

Nomination for the position of:		
Nominator	Signature	Membership Number
Secunder	Signature	Membership Number
Nominee	Signature	Membership Number
Date		

The Nominee should also provide a short profile/bio of themselves

WHEN COMPLETED, THIS FORM MUST BE SUBMITTED SO THAT IT IS RECEIVED BY THE CHAIR AT LEAST FOURTEEN DAYS BEFORE THE DATE FIXED FOR THE ANNUAL GENERAL MEETING. COMPLETED FORMS SHOULD BE SENT TO:

**BCS Isle of Man International Section
25 CRONK DREAN
DOUGLAS
IM2 6AU**

OR BE HANDED TO A MEMBER OF THE PRESENT COMMITTEE



Appendix C

Rules for Process of Selection and Appointment to Committee

1. Lists for communication with members and for checking the validity to vote will be created from the latest membership data provided by BCS HQ. In the case of issuing the request for nominations, the list available on 16th August 2011 is being used. Any list received after this date and before the AGM will be used to establish the entitlement to vote.
2. Where a single nomination is received for a post then the individual nominated shall be deemed to be appointed to the post immediately following the AGM. Ballot papers must bear the voter's BCS Membership Number.
3. Completed ballot papers will be checked against a list containing only valid Membership Numbers, created as above. This is to ensure validity to vote and to ensure that no member can vote more than once.
4. Members who have not submitted a ballot paper by post or electronically will, on request, be provided with a ballot paper at the AGM. All ballot papers must be completed and will be collected before any count commences.
5. Any ballot paper bearing an invalid membership number will be treated as a spoilt paper.
6. Should a duplicate ballot paper be detected (two or more ballot papers bearing the same Membership Number) then each one shall be treated as a spoilt paper.
7. Should there be a tie in the number of votes cast for a post, then the Chair will have the casting vote.
8. Where an individual is nominated for more than one post and gains the most votes for more than one post, then the individual shall be allowed the choice of which post to fill.
9. Where the individual gaining the most votes for a post does not fill that post, then the individual gaining the next highest number of votes shall fill the post.
10. Where any post remains unfilled, then the individual who has gained the most votes for any post without securing appointment will be invited to fill the post.