



BSIA Elected Committee Members

A guide to duties, responsibilities and benefits

Contents

1.	Introduction	2
2.	Terms, definitions & abbreviations	2
3.	Duties and responsibilities of being an SCM	2
4.	What's in it for me and my company?.....	3
5.	How do I become an SCM?	3
6.	Holding the Office of chair / vice chair	4
7.	Annex A – Competition guidance for meetings.....	5

1. Introduction

The BSIA is a professional security industry trade association representing the interests of its members and the wider security industry both here in the UK and internationally. Being a recognised member driven body, the BSIA lays out rules for the correct and proper operation of the Association and as part of this we have three key documents?

- BSIA Model Articles
- BSIA Model Rules
- BSIA Supplemental Rules

As part of the above rules, we set out how we manage the various sections of membership. This includes how decisions are made, how rules are created, amended and changed, and how committees are constituted.

Each section has members that are elected onto its section committee, and from that committee, we appoint a chair (and where possible a vice chair) for an agreed period of time. All those members that are elected are called section committee members (SCMs). These individuals are 'officials' of the section.

The following clauses in this guide set out the duties and responsibilities of SCMs, how to become an SCM, and importantly, what is in it for you and your company.

2. Terms, definitions & abbreviations

SCM Section Committee Member

An individual, nominated by a section member, elected to the section committee.

3. Duties and responsibilities of being an SCM

SCMs are asked to attend section general meetings (usually between 2 – 4 meetings annually) – these can be a blend of face to face, hybrid (i.e. face to face plus virtual dial in, or fully virtual) and section committee meetings as and when called by the Section Chair and/or SCMs.

SCMs may establish on behalf of the section further sub-committees (e.g., technical, strategic, project etc.) to fulfil various functions of the section subject to agreeing terms of reference set out by the section, as appropriate.

SCMs will be asked to approve new member applications to join the section they represent.

Records of all meetings of SCMs will be retained to protect both the Association and the SCMs' interests. Records of all meetings will be taken by the BSIA administration.

SCMs may make rules applicable to the section they represent, subject to the approval of the Operating Board of

the BSIA. Where a rule is incumbent on all members of their section, then a resolution is required, which must be voted on by section members.

All members must abide by the Association's standards of ethics as stated in the rules. In addition all meetings and discussions conducted by or on behalf of the BSIA must adhere to the Competition Guidance for meetings (BSIA Form 351) – See Annex A.

4. What's in it for me and my company?

4.1. Benefits to the individual

An opportunity to use your industry skills to shape the security industry.

Applying your industry / business knowledge to support the work of the Association and your section of membership.

An opportunity to raise your industry profile.

A useful addition to your C.V.

4.2. Benefits to the company

Raise the profile of your company, as a key contributor to developing industry practices and professionalism.

First hand insight into relevant industry developments.

A company listing on the section membership landing page of the web site.

5. How do I become an SCM?

5.1. General

The number of elected SCMs is dependent on the number of member companies in that section. This may range from 8 – 11 (subject to any changes to the Association's rules on membership).

There are rules for vacating the office of SCM, but in any case, an SCM is able to resign at any time by giving notice in writing to the BSIA.

5.2. The election process

Each section of membership has its own meetings and AGM

The section Annual General Meeting (AGM)

- Nomination forms are sent out to members for electing committee members.
- Where more nominations are received than there are committee places available, ballot papers are sent out to the section members. Once returned ballot papers are received and counted; those with most votes are elected onto the committee.
- Elected committee appoints its chair / vice chair.
- All appointments take 'office' from the date of the Association's AGM for the year in question.
- Chair represents the section at the BSIA Operating Board (becomes statutory director of the Association).
- SCMs are appointed for one year – chair / vice chair positions may be extended to two years.
- Other than at the Section AGM, members consenting to fill a vacancy on their section committee can be voted onto the committee by a SCM majority vote.
- Only one representative from a member company may be an SCM of their section.

6. Holding the ‘Office’ of chair / vice chair

To be considered for the positions of chair or vice chair of the section, a member must be elected to the section committee in the first instance.

Chair and vice chair positions are elected by majority vote from within the elected section committee and the term of the appointment(s) can range from 1 year+.

Note: For the positions to be effective, it is recommended terms of office are for a minimum of two years to allow for strategic objectives to be fulfilled.

The vice chair position is there to allow the section to be represented in the absence of the chair. Often the vice chair position is seen as the first step in becoming a chair of the future.

The benefits of being a chair or vice chair are equal to those covered in clause 4 above. In addition, the following should be considered:

- The office of chair and vice chair of the section are traditionally longer than the appointment of the section committee, so the commitment, and therefore the continuity and rewards are greater for the individual and company.
- As chair and vice chair, section promotional activities are shared with individuals in the first instance before being shared wider within the section committee and/or section membership. Such activities may include press release approvals, media interviews and further advice and guidance to the BSIA executive.
- The chair leads on the section’s strategic objectives and is the first point of contact for Special Project Fund applications and fulfilment.

The office of chair of the section also carries an additional responsibility of being the section’s representative on the BSIA Operating Board. Being the section’s representative on the Board also requires the appointment of the individual to become a statutory (legal) director of the BSIA, joining other section chairs on the Board.

Being on the BSIA Operating Board can be a very fulfilling role. Particularly being a key part of the strategic direction and oversight of the BSIA as the leading professional trade association for the security industry. The Operating Board meets on average four times per annum and meetings are mix of in person and online meetings.

7. Annex A – Competition guidance for meetings

The following guidance should be adhered to in all meetings and discussions conducted by the BSIA

DOs

- **Terminate** a discussion if there is a risk of violating any of the “don’ts” below.
- **Record** steps taken to comply with competition rules.
- Ensure **written minutes** are taken of all discussions.
- Ensure that any **confidential information** is treated as confidential – mark confidential information “Private and Confidential”.

DON'Ts

- Don't discuss, give, or receive any information with the following details:
 - **Prices or pricing policies** of products or services.
 - **Margins or profits** in any context.
 - **Discounts, promotions or rebates** received or offered.
 - **Identities** of purchasers or suppliers (unless publicly available).
 - **Terms and conditions** for supply or purchase (unless standard across the sections or publicly available).
 - **Customers** including identities or profiles, unless publicly known.
 - **Business plans** or intentions.
 - Details of sales, marketing or investment **plans**.
 - Information on **production**, capacity, delivery or distribution capabilities.
 - **Confidential business information** - As a test would the business be prepared to publish the information?
- Under any circumstances reach **any agreement** relating to:
 - **Price-fixing**, or **bids**.
 - **Market** sharing or territorial divisions.
 - **Customer** sharing, or joint **refusals to deal**/boycotts.
- **Influence** the conduct of a competitor, other than through normal commercial activities, or
- **Restrict** your normal commercial freedom of action.
- Assume that you must follow the recommendations of the BSIA, or that others will do so.
- Discuss codes of conduct/best practice that will lead to **harmonisation** of price, costs, terms, or where members are prevented from exceeding an agreed standard.
- Refuse entry to an **eligible member**.

Further information on competition law for trade association activities can be found on the Competition & Markets Authority (CMA) web site [here](#).



The British Security Industry Association (BSIA) is the trade association for the professional security industry in the UK.

Our members are responsible for more than 70% of privately provided UK security products and services (by turnover) including the manufacture, distribution and installation of electronic and physical security equipment and the provision of security officer services and consultancy. Our members are industry professionals ranging in size from global companies to small and medium enterprises, offering quality products and services to a vast spectrum of end-users.

BSIA Ltd / Anbrian House 1 The Tything | Worcester WR1 1HD