



*The Society for the Study of Artificial Intelligence
and Simulation of Behaviour (AISB)*

AISB Committee Job Descriptions

July 2020

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Contents:

Chair	p. 2
Vice Chair	p. 3
Treasurer	p. 4
Secretary	p. 6
Membership Officer	p. 8
Public Understanding and Schools Liaison Officer	p. 9
Publicity and Media Officer	p. 11
Quarterly Editor and Publications Officer	p. 13
Members Workshop Officer	p. 15
AISBX Officer	p. 16
Executive Office	p. 17
Equality, Diversity and Inclusivity Officer	p. 19
Industrial Liaison	p. 20

Chair: Job Description

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The Chair

- leads the Society in promoting the scholarly study of Artificial Intelligence and related disciplines within the Society's remit
- bears ultimate responsibility for the smooth running of the Society in accordance with its constitution, consensually agreed strategies, general principles of ethical academic conduct, and applicable law
- bears ultimate responsibility for the Society's actions undertaken with a view to maintaining and developing its position in the academic community (primarily in the UK but internationally as well)
- monitors the performance of committee members and instigates the replacement of officers where necessary. A replacement can, e.g., be instigated for the following reasons: non-attendance at 2 or 3 meetings without good reason or by (regular or persistent) non-fulfilment of key functions of a role
- chairs the Society's Committee meetings, Annual General Meetings, and Extraordinary General Meetings (if any)
- is a Director of the AISB Company, chairs the AISB Company's General Meetings, and with the other Directors is responsible for the smooth and proper running of the Company
- engages in high-level communications with other groups and personages, the latter including the Fellows of the Society
- engages in policy-forming activities with other organisations and government departments (e.g. think tanks, APPGs, Cabinet Office)
- promotes AISB's position, based on members' interests and opinions regarding research in AI and related areas, as well as applications of AI at major events, nationally and internationally
- represents the UK AI community at European AI initiatives (e.g. European Commission, CLAIRE)
- actively engages with key stakeholders in academia, industry, and government
- acts as a figurehead for the Society at the Society's annual Conventions and other major events instigated (or sponsored to a high level) by the Society
- delegates tasks to members of the Committee as may be appropriate, with due recognition of their Job Descriptions if applicable and of their personal preferences, strengths and constraints
- acts as appropriate to encourage members of the Society Committee in their work, and seeks to resolve any problems arising
- ensures fair and consensual decision-making within the Committee, and encourages open discussion there
- is responsible (with the aid of the Treasurer) for management of the relationship with Society's Executive Office, accountancy firm, etc., and for signing contracts with it when necessary

Vice Chair: Job Description

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The Vice Chair

- undertakes specific responsibilities delegated from time to time by the Chair (including but not limited to helping with specific Actions arising from Society committee meetings)
- maintains and updates AISB Committee Job Descriptions document
- deputizes for the Chair when necessary at Society committee meetings and at the Society's and the Company's Annual and Extraordinary General Meetings
- deputizes for the Chair when necessary in other high-level presentations and in discussions with other bodies

Treasurer: Job Description

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The Treasurer has overall responsibility for managing the financial affairs of the Society and Company.

PARTICULAR RESPONSIBILITIES:

Strategy, Tactics and Monitoring

- Advising the Committee on multi-year spending strategy(possibilities, needs, constraints, etc.: not a detailed budget).
- Managing or conducting analyses of income and spending that may be needed by the Committee for tactical or strategic purposes.
- Monitoring the income and spending of the Society and alerting the Committee to any unexpected over-spending or under-spending that may render special action desirable.
- In consultation with the Society's accountant as necessary, monitoring the Society's surplus and reserves to seek to ensure that they do not get large enough to incur a need for the Society to pay tax.
- Being alert to the potential for replacing bank accounts by more beneficial ones, and to (other) possibilities for investment of Society assets.
- Ensure efficient and effective delegation of tasks to the executive office pertaining to this role.

Budgets

- Proposing an intended Society budget for each calendar year, finalizing it after discussion by the Committee, and revising it as necessary. These actions to be done by set times in each year. These times are currently as follows:
 - initial proposed budget: the September/October Committee meeting preceding the calendar year
 - final intended budget: the Committee meeting near the beginning of the calendar year
 - revised budget(s) if necessary: the Committee meeting at the Annual Convention during the calendar year, or any later meeting during the year

Accounts, Reports, Contracts and Legal Requirements

- Annually arranging for auditing of the Society's accounts by the Society accountant.
- Annually providing audited accounts for presentation and discussion at the Company AGM and Society AGM, and when possible being the presenter. (The Society AGM will normally be at the Society's Annual Convention. The Company AGM will normally be identical to the Society Committee meeting at the Convention, preceding the Society AGM.)

- In consultation with the Society's accountant as necessary, ensuring that the Society's financial arrangements (including reporting) comply with company law, the Company's Articles and Memorandum, and the Society's Constitution.
- Helping in the formulation and adjustment of contracts with outside bodies (administrative services body, publication production company, etc.)
- Conducting communications with the Society accountant as necessary.
- Being a Director of the Company.

Bank Accounts and Investments

- Managing the Society's bank accounts and any investment instruments, including the opening and closing of accounts and changes of signatory (necessary for example when there is a change of Chair, Vice-Chair or Treasurer).

Management of Income and Payments

- Being in overall charge of the collection of income and the making of payments, although many detailed operations may be delegated to other Committee members, the contracted Executive Office, etc.
- In particular, and in conjunction with the Executive Office, ensuring that the Society's annual membership payment to EURAI, payments to external contracted bodies, fees to the Society accountant, and Society travel bursary payments are made in a timely fashion and are based on accurate membership numbers. Also ensuring that Committee members' personal expenses in attending meetings, etc., are promptly reimbursed.
- Working with the organizers of events and other activities held by or on behalf of the Society, notably the Annual Convention, to ensure that the organizers produce, in a timely fashion, acceptable budgets before the events and supply adequate, detailed accounts after the events.

Secretary: Job Description

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The Secretary has overall responsibility for the detailed administrative procedures for the conduct, recording and reporting of the business of the Society and Company.

PARTICULAR RESPONSIBILITIES:

Meetings

- Managing the scheduling, agendas, minutes and action reminders for Committee meetings and General Meetings (AGMs and Extraordinary General Meetings if any) of Society and Company.
- In particular, managing fulfilment of the legal requirement that we maintain records of the minutes of all committee meetings and AGMs (probably with the help of the society's administrative services body and using the society's website as storage mechanism).

People Selection and Recording

- Monitoring the time-course of Committee memberships and officerships and advising on when elections or other selection processes are desirable or necessary.
- Managing elections and other selection processes for Committee members, Fellows, etc. This includes managing any nomination processes, formulating/selecting procedures for vote-counting (e.g., transferrable vote schemes), and nominating a Returning Officer for each election.
- Managing fulfilment of the legal requirement that we maintain an accurate list of committee members.

Other Formal and Legal Issues

- Helping in the formulation and adjustment of contracts with outside bodies (Executive Office, publication production company, etc.)
- Managing the process for evaluating and making suggested changes to the Society's Constitution.
- Ensure efficient and effective delegation of tasks to the executive office pertaining to this role.

Annual Conventions

- Managing the process for soliciting and evaluating Annual Convention proposals, with a view to ensuring that the venue for the Convention in year X is decided no later than the time of the Convention in year X-1. (Actual soliciting of proposals is a responsibility of the Committee as a whole, not of the Secretary in particular.)

- For an approved Annual Convention, managing the process for evaluating symposium proposals.

Communications and EURAI

- Being the default first point of contact for the administrators/secretariats of other bodies and effectively managing the delegation of such contacts to other committee members, and delegation where necessary.
- Ensure that the Society complies with EURAI procedural requirements (e.g. as regards their elections and Boards), collaborating with or delegating to the other officers as appropriate.

Society Procedures Generally

- Managing other appropriate Society procedures as they may arise.
- Monitoring the effectiveness and efficiency of Society procedures and leading the formulation of new ones.

Membership Officer: Job Description

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The Membership Officer has overall responsibility for monitoring the membership status of the Society, managing processes for acquiring new members, and dealing with issues arising for individual existing members.

Parts of this responsibility (e.g. the first two items and fourth item under Particular Responsibilities below) may be discharged in conjunction with other officers, notably the Publicity and Media Officer.

PARTICULAR RESPONSIBILITIES:

- Formulating policies and ideas for gaining new members, for consideration by the Society committee.
- Determining which particular organizations, academic departments, etc. should be the targets of membership drives.
- Ensuring that membership categories, benefits and joining processes are adequately publicized.
- Ensure efficient and effective delegation of tasks to the executive office pertaining to this role.
- Liaising with event organizers (Convention organizers, organizers of public understanding events, etc.) on processes made available for new members to join.
- Liaising with the Treasurer and event organizers as appropriate on financial mechanisms for acquisition of membership fees.
- Presenting an oral summary of the report at each Society Annual General Meeting. When the Officer cannot attend, he/she should provide a summary for use by another committee member who can attend.

Public Understanding and Schools Liaison Officer: Job Description

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OVERVIEW:

The Public Understanding and Schools Liaison Officer has overall responsibility for managing the public-understanding strategy and operations of the Society. This does not imply the detailed organization of particular public understanding events, the direct creation of specific pieces of material, and so forth. Rather, it is a matter of encouraging Society members (and others) to undertake public understanding activities (events, production of material, etc.), and providing support for such activities.

Public understanding in this context covers the understanding by the public at large, government, industry, etc. of matters of concern to the Society, including academic issues, effects of AI on society, political issues, ethical concerns, etc. In a Schools context, this involves making teachers, careers officers and students in the pre-tertiary education system more aware of and interested in the nature of AI and its connections to other disciplines; and more generally, seeking comparable opportunities to enhance understanding among the wider public.

Note: "Public Understanding" is about presenting the academic and other concerns of the Society with a view to educating the public, whereas "Publicity" is primarily about presenting the Society as such with a view to making it more visible and effective.

PARTICULAR RESPONSIBILITIES:

General Issues

- Developing ideas, strategies and schemes (together with proposed budgets when appropriate) that are intended to engender public understanding, for consideration by the Society committee.
- Initiating and managing chosen schemes.
- Ensuring that schemes and processes are adequately publicized to Society members.
- Coordinating where possible and appropriate with the public understanding and schools liaison activities of bodies such as CPHC, BCS and UKCRC, and lobbying such organizations to include AI in such activities if not already covered.
- Maintaining awareness of public understanding activity support available through research councils and other official bodies, and publicizing the support possibilities to Society members.
- Managing the gathering of material to be used by schools, and any design and creation processes needed for such materials. Being aware (to the extent that is practical) of respects in which AI is or is not involved in current national syllabi, etc.

- When practical, discussing AI-related education with educational and governmental bodies.

Specific Society-Supported Public Understanding Activities

- Managing processes whereby the Society encourages and sometimes partially funds members to undertake public understanding activities.
- Liaising with the Society's Treasurer and with organizers of Society-funded activities to ensure that acceptable budgets for the activities are produced and financial reporting is achieved.
- Liaising with the Society's Publicity and Media Officer, and with schools and other organizers of activities, to ensure that the Society is properly advertised, presented and/or represented in activities. This includes ensuring prominent use of the Society logo, and, as appropriate: mentions of the Society in speeches/lectures; display/distribution of Society material at events; presence of Society representatives at events; etc.
- Liaising with organizers of activities to ensure that the Society committee is kept up to date with the progress of activities, receives desired overall reports on events once they have occurred, and, when appropriate, the activities have a legacy (e.g., material used in an event is preserved by the Society and made available on the Society website).
- Developing and managing a process whereby the Society committee ensures Society-relevance and exerts quality control over the content of activities.

Publicity and Media Officer: Job Description

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OVERVIEW:

The Publicity and Media Officer has overall responsibility for managing the Society's activities (as formulated and determined by the Society committee as a whole) that are aimed at making itself as a society more visible to academics and students (in any Society-relevant disciplines), to the public at large, and to government, industry, etc. This role contrasts with the Public Understanding and Schools Liaison Officer in that the Publicity and Media Officer role is concerned with creating publicity for and engaging people with the *Society* as such, whereas the PU/SL Officer is concerned with engaging with the public and schools about the *subjects* of AI and Cognitive Science.

Parts of this responsibility may be discharged through or in conjunction with certain responsibilities of other officers, notably the Membership and PU/SL Officers.

PARTICULAR RESPONSIBILITIES:

- Ensuring that the front page of the Society's website is kept up-to-date. (This needs double-checking roughly every two months.)
- Ensuring that webpage ownership and maintenance/update duties are suitably distributed to members of the Society's committee (including self), and that all committee members are aware of how the ownership and duties are distributed.
- Ensuring that other committee members adhere to agreed Society policies on format and content when they create and update webpages.
- Formulating policies and ideas for effective and affordable publicity, for consideration by the Society committee.
- Discovering which particular organizations, academic departments, media outlets, etc. should be the targets of our publicity.
- Organizing the creation when needed of publicity material: posters, flyers, logo, press releases, etc. This includes managing design processes involving outside bodies.
- Cooperating with the Public Understanding and Schools Liaison Officer on production of (variants of) publicity material for use in schools liaison and public understanding activities.
- Cooperating with the Public Understanding and Schools Liaison Officer, and the wider committee where needed, in responding to requests from the media.
- Ensuring that publicity material is kept available for use at short notice.
- Ensuring that publicity material is kept up to date.
- Periodically encouraging the Society committee members to take publicity material to conferences, etc.
- Getting publicity material to organisers of (and visitors to) conferences and workshops who have volunteered to distribute flyers.
- Ensuring that the Society website adequately serves a publicity purpose as well as acting as a resource for Society members.

- Publicising the activities of the society through appropriate social media channels (Twitter, Facebook, LinkedIn, etc.)
- This includes ensuring prominent use of the Society logo, and, as appropriate: mentions of the Society in speeches/lectures; display/distribution of Society material at events; presence of Society representatives at events; etc.

The officer's responsibility does not include publicizing individual Conventions, public-understanding events, etc. That type of publicity is the responsibility of event organizers.

Quarterly Editor and Publications Officer: Job Description

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OVERVIEW:

The Quarterly Editor has overall responsibility for the acquisition of content for, and the timely production of, the AISB Quarterly. Publications Officer duties includes overall responsibility for the management, storage and public availability of Society publications (Quarterly issues, society journal issues, Convention proceedings, etc.) except insofar as the tasks are the responsibility of other officers, convention organizers, etc.

PARTICULAR RESPONSIBILITIES:

Q Editorship

- Proposing new or altered policies for Quarterly content (substance and style) and advertising, for consideration by the Society Committee and comment by the Quarterly's Editorial Board.
- Conducting effective processes for soliciting content, partly with the help of the Editorial Board.
- Managing effective processes for acquiring and checking the appropriateness of content once solicited. As a special case, acquiring Convention reviews from student volunteers, and adjusting wording as necessary.
- Ensuring that each issue contains certain standard information (e.g., list of Society Fellows) and that that information is up to date.
- Proposing changes to the look-and-feel of the Quarterly, for consideration by the Society Committee and comment by the Quarterly's Editorial Board. Effecting any changes ratified by the Committee.
- Provides production ready copy of the Quarterly, and manages revisions, whether in-house or via a production company, with assistance from the Executive Office.
- Communicating with and invoicing advertisers.
- Including loose-leaf advertisements, notices, nomination forms, etc. as appropriate.
- Maintaining the confidentiality of Father Hacker.

General Matters

- Managing the acquisition and use of ISBN numbers and the like for assignment to Convention proceedings, etc.
- Developing and managing processes for handling requests for permission to use material from Society publications. Ensuring that those processes are adequately publicized to the public at large.
- Dealing with any copyright issues that may arise.

Proceedings of Society Events (Conventions, etc.)

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- Ensuring that the storage of past event proceedings (see above) is not (solely) in the hands of past event organizers (as would be the case, for instance, if past proceedings were only electronically available through event organizers' own websites).
 - Liaising with event organizers to ensure that proceedings are in line with any prevailing Society policies, requirements, etc. These policies, requirements, etc. may address matters such as the following, or others:
 - certain aspects of content (e.g., inclusion of Convention symposium descriptions)
 - Convention and Convention Symposium title style
 - division or otherwise of Convention proceedings into separate proceedings per Symposium
 - format and style
 - use of Society logo
 - cost
 - copyright.
 - If desired by the Society, acquiring and maintaining suitable electronic templates for use in paper submission and proceedings production, and ensuring that they are accessible via the Society website.

Members Workshop Officer: Job Description

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OVERVIEW:

The Members Workshop Officer has overall responsibility for coordinating and promoting the Society's workshop series, which includes soliciting proposals, working closely with workshop hosts, and ensuring that the requirements of the series are being met. The workshops are a useful tool for promoting the society and its interests, as well as an opportunity to both increase and maintain membership numbers.

PARTICULAR RESPONSIBILITIES:

- Ensuring that the series and calls for proposals are advertised regularly.
- Ensuring that workshop proposals meet the necessary minimum requirements as set out in the *Hosting AISB workshops* document.
- Liaising with the Q Editor and Treasurer in order to ensure workshops are supported, promoted and that financial obligations are met.
- Liaising with the Executive Office to ensure workshop hosts, speakers, and attendees are (or become) members of the AISB.
- Working closely with Workshop Organisers to ensure events meet the interests and needs of AISB members, and meet the conditions and requirements as set out in the *Hosting AISB workshops* document.
- Ensuring that the AISB receives due reference in any publicity and any publication arising directly from workshops, including reference to the workshop, and to the support given to the event by the Society. This includes in the event that a workshop is: co-sponsored; part of another series of events; co-hosted by another Society or other relevant body.

AISBX Officer: Job Description

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OVERVIEW:

The AISBX Officer has overall responsibility for the AISBX (previously a Loebner event). The role involves the organisation and management of any contests or presentations, which will include the specific responsibilities described below. Please note that although one officer should have oversight of the whole process, the responsibilities below can (and probably should) be divided among a number of individuals making up the AISBX team.

PARTICULAR RESPONSIBILITIES:

These responsibilities are in rough chronological order, and are designed on the basis that AISBX will feature a contest of some sort:

- *9-12 months before contest* - Determine location (previously Bletchley Park, and Swansea University) and agree date for contest
- *9-12 months* - Invite entries to the contest and publicise the prize via website
- *3 months* - Collate entries and perform selection process (usually using a set number of questions to all entries) to find final 4
- *3 months* - Recruit confederates and judges
- *3 months* - Arrange IT provision, computers (minimum 12) and networking for the contest NB: machines should not be connected to the internet
- *3-9 months* (depending on development time required) - Arrange for webcast to be produced during the contest
- *Throughout* - Liaise with print, TV and film media and media representatives at Bletchley Park
- *1 month* - Organise catering for confederates, judges and invited guests
- *1 month* - Produce material for public engagement including handouts, exhibitions and arrange any academic talks (if required)
- *1 month* - Arrange any social events for attendees (if required)
- *1 week* (if possible – day before if not) - Confirm arrangements with venue, caterers, media, judges, confederates and participants. Load protocol software and AI entries onto machines and test. Perform full contest stress test if possible.

More strategic matters:

- Periodically review the suitability of the current protocol for use in the contest. Note that any change in protocol must be advertised with ample time to allow entrants to modify their systems
- Periodically review the suitability of the webcast for the current protocol, taking into account changing web technologies
- Periodically review the contest location and IT provision to ensure compatibility with the goals of the contest

Executive Officer: Job Description

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- **Members' database maintenance**
 - Ensuring that the Society has a properly maintained membership database. Providing a written report of the membership status of the Society to each Society committee meeting (normally) and for each Annual General Meetings of the Society. This includes providing a breakdown into different formal membership categories, the process through which members join (e.g. online search, conventions, workshops etc.) and information about how members are distributed over countries.
 - Setting up new records for new members (membership category, affiliation, supervisors if applicable, research interests, email address, home address)
 - Renewing all records on a yearly basis
 - Updating members' details upon request
 - Managing processes for dealing with enquiries from potential new members and with issues of individual existing members, such as members who wish to withdraw and members who fall behind on payments.
- **Regular communication with members**
 - Renewal reminders (up to 3 if no PayPal payment is forthcoming)
 - Reminder notifications regarding direct debit renewal (for information)
 - Prompt response to queries as required
- **Finance responsibilities**
 - Setting up direct debits for new or existing members processing forms, allocating reference numbers, notifying Society's bank, writing to members' own bank
 - Monthly payment submissions (faxing forms with reference numbers and corresponding amounts, liaising with Society's bank staff about any issues)
 - Processing direct debit cancellation requests or updating members' account details as required
 - Monthly reports to Treasurer on submitted DDs and chasing any bounces
- **Assisting with Q**
 - Thorough proofreading of final versions and emailing lists of corrections to the Editor
 - Liaising with the printers regarding printing and despatching the Q to me
 - Despatching printed copies of each Q to all members usually up to four times a year (printing individual letters, signing each personally, stuffing envelopes with Q and letter) [usual size of mailshots: 350-380 letters]

- Ensuring that copies of Society journal issues, event proceedings and other major Society publications (as appropriate) are sent to the British Library.
- Ensuring that past issues of the Society's magazine, journal, event proceedings and other major publications are stored in known locations that are under the control of the Society, in hardcopy and/or electronically as appropriate. For a publication which is stored online by the Society, the hardcopy requirement only applies when a hardcopy has not been lodged with the British Library.
- Developing and managing processes for handling, in a timely fashion, requests for copies of Society publications that are not held online.
- Promptly transmitting any necessary payments to assistants or the production company of the AISB Q, if any, or liaising with the Treasurer to make such payments.
- Weekly e-bulletin
 - Inserting information on opportunities and events under various fields of a web form on a weekly basis
 - Generating the information in a set format for subsequent email despatch to all members
- Helping with convention data
 - Responding to queries regarding the annual convention (e.g. registration dates, fees)
 - Liaising with convention organisers regarding delegate registrations and membership with the society
 - Setting up new members' records for convention delegates post-convention
- Website management
 - Developing website templates, style files, etc. for general use by other committee members.
 - Maintaining the Society's web-based administrative software (currently the online members' database and the weekly bulletin generator/archiver).
 - Managing the necessary relationships with outside bodies such as internet service providers. Managing processes of redesign or re-implementation of the website when needed. This can include hiring and managing paid assistants.
 - Managing the login/password regime for restricted pages on the site.

Equality, Diversity and Inclusivity Officer: : Job Description

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OVERVIEW:

The Equality, Diversity and Inclusivity Officer has overall responsibility to monitor issues and suggest relevant actions towards encouraging equality, diversity and inclusivity in AISB-related activities and matters.

PARTICULAR RESPONSIBILITIES:

- To be alert within AISB matters to developments which may have impact on equality, diversity and/or inclusivity issues.
- To liaise with the committee, membership and external parties as appropriate concerning such issues as they arise.
- To channel views and comments on relevant equality, diversity and/or inclusivity matters.
- To consult with AISB membership and committee and to participate in working groups on matters of common concern as the need arises
- To support convention chair at the annual convention in publishing and implementing an agreed code of conduct, and responding to any EDI issues raised during the conference (particularly where they violate the code of conduct).
- Maintain and update the code of conduct for AISB conventions (in collaboration with convention chair or with approval of final version from convention chair).

Industrial Liaison: Job Description

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OVERVIEW:

The Industrial Liaison role has two prongs: operational and day-to-day activities on the one hand, and strategies for developing the relationship of AISB with business on the other.

PARTICULAR RESPONSIBILITIES:

Operational

- Manage enquiries from businesses for engagement and collaborative opportunities.
- Attend relevant industrial events and promote the society at these events through talks and networking.
- Follow-up leads for company membership of the society.
- Contact companies to investigate the potential for membership or other engagement with the society.
- Arrange sponsorship for the convention, AISBX event and Q.
- Periodically review our company membership offering to ensure that it meets modern business needs.
- Liaise with existing company members that are due to end to ensure that they are happy with their benefits and to encourage renewal.
- Making and maintaining contact with relevant other societies, both national and international. This includes EURAI, of which AISB is a member.
- Ensuring notices of Society events and actions are, where appropriate, notified to EURAI, e.g. advertising the Annual Convention in the lists of member-society conferences put out in EURAI Bulletins.
- Ensuring that Society keeps up-to-date with the password-based way to access EURAI's AI Communications, and that Society members are aware of the mechanism. Similarly for any other restricted EURAI resources that may arise.

Strategic

- Develop a LinkedIn profile for the society and maintain that profile with news and events.
- Explore the possibility of becoming the awarding body for Chartership in AI, ethics and responsible AI development.
- Develop strategic relationships with relevant trade bodies and organisations of interest.
- Liaise with Ada Lovelace institute to explore future partnership opportunity.

- Consider the creation of a set of ethical AI presentation / tools / workshops and make them available online and in person as a way to raise awareness about, and generate income for, the AISB.